Hiring Manager Hiring Process Checklist

- ❒ Draft the Search Plan – information needed includes:
  - Job Posting content:
    - Job summary
    - Essential functions
    - Minimum and desired qualifications
    - Desired qualifications screening method – Yes/No or numeric
    - If replacement, position details
    - Standard or continuous (open until filled)
  - Supplemental advertising if applicable
  - Hiring Team Members – Hiring Manager, Screeners, Interviewers
  - Position details (funding, Dept. ID, calendar, FTE, etc.)
  - Screening date(s)
  - Interview(s) date(s) and location(s)
  - Interview type – assessment, face-to-face (including web-based video), telephone
  - Option for providing interview questions to candidates up to 30 minutes in advance of the interview
  - Interview questions
- ❒ Schedule Search Plan review meeting with HR
- ❒ Meet with HR to review Search Plan – complete or revisions needed?
- ❒ Confirm Hiring Team members have completed and passed required Knowledge Checks
- ❒ Approval of Job Posting
- ❒ Meet with Screening Team – review confidentiality requirements, best practices, qualifications and screening method, including rubric if applicable
- ❒ Screen applications – minimum 2 Screeners, Hiring Manager recommended as 1
- ❒ Submit screening results to local HR
- ❒ Schedule candidates for interviews
- ❒ Confirm interview room, technology, materials, etc.
- ❒ Meet with Interview Team – review confidentiality requirements, best practices, interview questions, rating rubric if applicable
- ❒ Conduct interviews – including assessments or second round of interviews
- ❒ Recommend finalists or Preferred Candidate
- ❒ Conduct reference checks (before or after Preferred Candidate is identified)
  - For internal candidates - at least the current supervisor, an additional professional reference is recommended
  - For external candidates – two most recent supervisors preferred
- ❒ Submit Preferred Candidate to local HR
- ❒ Make job offer based on information provided by local HR
- ❒ If the job offer is accepted, send local HR the new hire start date
- ❒ If the job offer is not accepted, review options with HR
- ❒ Complete the hiring packet per local HR guidelines

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