

Recruitment Guide

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| Typical Time Requirement for Steps | Steps | References and Helpful Links |
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| 2 weeks | Hiring Authority (HA) initiates requisition by emailing/meeting with HR Analyst (HRA). HA to complete Recruitment Intake Form. HRA posts requisition. | See Recruitment Intake Form |
| | HA identifies and confirms Screening Committee (SC) and Interview Committee (IC) participants. HA to complete Recruitment Planning Form. | How to Use Interview Panels and Search Committees See Recruitment Planning Form |
| | HA, SC, and IC participating in one or more of the functions of the selection process completes required courses or provides documentation of previously completed course. | Managing Implicit Bias in the Hiring Process |
| | HA schedules recruitment activities according to their selected recruitment strategy. | See Scheduling Coordinator Task List |
| | HA conducts Kick-Off meeting to charge the committee and provide orientation on recruitment strategy. | See Search Committee Charge & Confidentiality Statement |
| 3 Days | Talent Acquisition Advisor (TAA) reviews all applications and refers qualified Candidates to the Referral Pool. HA receives notification from TAA regarding Candidates for review. | HireOnline: Manager's User Guide (requires login) |
| 3 Days | HA and/or SC reviews and scores Candidate materials in HireOnline. Recommends Candidates for interviews. HRA reviews the HA recommendations of Candidates for interview. HRA conducts salary review on Candidates. | HireOnline: How to Score Candidates in the Referral Pool (requires login) |
| | Search Committee Chair (SCC) facilitates drafting of interview questions. Sends draft to HRA for review and finalization. | |
| 3 Days | Interview Committee (IC) interviews candidates, provides scoring in HireOnline. | HireOnline: How to Score Candidates in the Interview Pool (requires login) |
| 3 Days | SCC facilitates debrief discussion with IC, makes decisions on final candidates. SCC refers final candidates to HA. | See Committee Recommendation Document |
| 1 Day | HRA reviews recommendations of final candidates. | |
| 3 Days | HA conducts 2nd round of interviews with final candidates. HA makes selection for reference checks. | |
| 1 week | HRA reviews HA's selection for hire. HRA provides reference check guidance to HA. HA performs reference check on selected candidate for hire. | See Reference Check Form |
| 3 Days | HRG performs equity analysis and provides salary range recommendation to HA. HRA routes salary offer to TAA for approval. | |
| 3 Days | HA contacts selected candidate and makes an official verbal offer. May send follow up email with deadline for response. | |
| | HA notifies HRA of offer acceptance via email. | |
| 2 weeks | HRA initiates new hire processing, background check, notice period. | |
| | HRA sends HA and SCC Recruitment Close Out Checklist. HRA closes requisition, files recruitment activity materials. | See Recruitment Close Out Checklist |