

Typical Recruitment Strategies

Jessica Ison | November 7, 2022

	Screening	Interview Round 1	Debriefing	Interview Round 2
<i>Professional 1-2</i>	<i>Hiring Authority or Screening Committee (SC may be 1 or more persons)</i>	<i>Hiring Authority or Interview Committee (Typically 3 persons) Time: 1 hour</i>	<i>Interview Committee Time: 1 hour</i>	<i>1:1 Hiring Authority Time: 30 mins- 1 hour</i>
<i>Professional 3-4 / Supervisor 1</i>	<i>Hiring Authority or Screening Committee (Typically 4 persons)</i>	<i>Interview Committee (Typically 4 persons) Time: 1 hour</i>	<i>Interview Committee Time: 1 hour</i>	<i>1:1 Hiring Authority Time: 30 mins - 1 hour Meet & Greet (optional attendance) Time: 30 mins</i>
<i>Supervisor 2 / Manager 1 / Professional 5</i>	<i>Hiring Authority or Screening Committee (Typically 8 persons)</i>	<i>Interview Committee (Typically 4-8 persons) Time: 1 hour</i>	<i>Interview Committee Time: 1 hour</i>	<i>1:1 Hiring Authority Time: 30 mins - 1 hour Meet & Greet (optional attendance) Time: 30 mins Open Forum w/ Presentation Time: 30 mins</i>
<i>Manager 2-4</i>	<i>Executive Recruitment Firm</i>			

General Parameters

- All recruitments may be held virtually; Recommended full virtual for Professional 1-2 levels
- If onsite interviews are planned, onsite interviews would be offered to all candidates and if a candidate cannot travel, they may opt to do a virtual session with the understanding that other candidates will be seen in person.
- A committee member must commit to attendance of all activities. If a committee member is unable to attend more than 2 activities during the scheduling phase, the member will be dismissed, with the option to replace with an alternate.
- If committee members are unavailable due to unplanned absences, the Chair may record the missed interview session and the member must view and score prior to Debriefing session.