Checklist for Recruiting, Interviewing, Hiring

Departments are encouraged to schedule a search committee training by contacting HR at ext. 2304. If members of the search committee have had recent training, then this guide is offered as a refresher in the hiring process.

Part 1: Post the Job

	Once you have approval to fill the job, you must post the vacancy in the People Admin Applicant Tracking System. Candidates should not be considered until they have applied online. If you need assistance with this, please contact HR at ext. 2304
	Make sure that your job description is current and truly reflects the position you are filling. If any modifications are needed, please contact HR.
	Jobs that are exempted must be posted for a minimum of 10 calendar days and nonexempt positions must be posted for a minimum of 5 calendar days. Student positions must be posted for 3 days. Adjunct, visiting faculty, and casual positions do not have to be posted, unless so desired.
	Consider free or low cost advertising for exempt and nonexempt positions. You may want to use a list-serve from your professional organizations. If your exempt level job is not being posted as “internal only” then it will automatically be posted on the Higher Education website at no cost to your department. Any additional advertising costs will be at your department’s expense.

Part 2: Interview Preparation

	Once you have posted your position and start receiving resumes you will need to prepare for the interview. Choose those individuals who will be on the hiring committee. Try to include an odd number and diverse makeup of committee members.
	HR requires that you submit interview questions and hiring matrix for approval prior to your actual interview sessions. Examples of questioned and a sample matrix may be found on our website.
	Always make sure that you follow applicable employment and affirmative action laws during the search and interview process.
	If your candidates are not local, please consider telephone or Skype interviews to limit unnecessary travel and interview expenses. You may glean a lot of information in the telephone/Skype interview that will help you narrow your field of candidates. This is also a good time to mention salary or salary rage you are willing to pay. If the salary is not known, then you may want to question the candidates about their salary requirements.
	Once you have narrowed your field of candidates you are ready for the face to face interviews. Using your approved list of questions make sure that all candidates are asked the same questions. Use open-ended questions to get the most information possible from the interviews.
	Schedule interviews in a manner and location which affords a sufficient amount of time and a comfortable interview experience. Be aware of overlap between candidates. You want to offer the utmost of confidentiality in the process.
	Make sure that all interviewers are prepared and have had plenty of time to review applicant materials prior to the interview.

Part 3: Conducting the Interview

	Once you have welcomed the candidate and established rapport through small talk, explain the process for the interview.
	Be aware of state and federal employment laws at all times in the interview process. Reference the HR website mentioned above for inappropriate topics to avoid.
	Gather as much information as possible from the candidate by using open-ended questions.
	After you have asked the questions of the candidate, then explain in more detail what the job will entail. Answer any questions from the candidate and then conclude the interview. At this time you should explain the rest of the process such as checking references and any other pre-employment requests.
	You should give the individual an idea of when a decision will be made and how that decision will be communicated.
	Always follow state and federal employment law guidelines.

Part 4: Post Interview Procedures

	Evaluate your candidates in your respective committee or group. Use your hiring/interview matrix to determine your top candidate(s).
	After you have decided on your top candidate(s) then you should check references. If at all possible, make sure that at least one of the references is a current or former supervisor. Once you have decided on the finalist, use the approved procedure in your division for making the salary offer. This may be done via the Provost office with a contract for faculty offers. For staff offers it is usually a verbal offer from the department head, director or designee.
	Explain that SFA conducts a criminal history check before the offer is finalized and get the authorization for that process. Contact HR at ext. 2304 for the necessary form. Once your candidate has accepted the offer and passed the criminal history check, then you need to wrap up any loose ends by contacting those candidates who were not selected. This may be done via email, brief letter, or by phone. Contact HR for some appropriate verbiage on any letters that you might want to send.
	Save all your search documents, including all notes, the hiring matrix, interview questions, etc. for 2 years and 1 day as per the state retention requirements. This requirement is critical in the event an applicant files a complaint.
	Contact HR to official designate the job as “filled” on the People Admin site and to schedule the new employee for orientation. The position will not be designated as officially filled until the search committee or char or designee has completed the “non-selection” reasons for all candidates.