

Hiring Guide Checklist

After you identify a vacant position please utilize the following checklist to successfully complete the hiring process.

- Is this position aligned with the University's mission and vision? *(page 7)*
- Have you discussed this position and search with your department? *(page 9)*
- Have you notified Human Resources about the position? *(page 11)*
- Have you discussed the vacant position with the Office of University Budget and Planning? *(page 13)*
- Has the job description been updated? *(page 21)*
- Will you hire a search firm? *(page 15)*
- Will you utilize a Search Advisory Committee? *(page 16)*
- Have you placed advertisements, created a search website, and sought nominations? *(page 13)*
- Have you coordinated the implicit bias training and first meeting? *(page 20)*
- Have you organized the review meeting?
- Have you organized round one interviews? *(page 22)*
- Have you discussed referencing strategies?
- Have you filled out the Position Authorization Report for non-elected candidates? *(HR Site)*
- Have you coordinated the reference checks with Human Resources Department?
- Have you organized round two interviews?
- Have finalist campus visits and logistics been organized?
- Has the hiring decision been shared with HR and Office of Institutional Equity?
- Has the background screening process been completed? *(page 25)*
- Have you negotiated remuneration?
- Have preparations been made for the candidate's onboarding? *To include:*
Please refer to Human Resources for onboarding process (i.e. which email, phone number, business cards, office space, office equipment and supplies, parking space and permit, work schedule, first meeting with executive assistant and team members...)