STEP 1 IN RECRUITMENT AND SELECTION
FOR
HUMAN RESOURCES, HIRING MANAGER AND INTERVIEW COMMITTEE

When recruiting to fill a permanent position, the following summary identifies steps followed by Human Resources, the Hiring Manager and the Interview Committee.

- Human Resources works with the Hiring Manager to advertise position for recruitment
- Applications are reviewed by Human Resources to determine eligibility for position
- Applications and hiring packet is sent to the Hiring Manager. Hiring packet includes:
  - Interview and Selection Instructions
  - Interview Selection Form
  - Reference Check Questionnaire
  - Hiring Packet Sign Out Form
  - Selection to Hire (Purple) Form
  - EEO Statistics
  - Confidentiality Agreement
- Hiring Manager selects an Interview Committee
- The Hiring Manager and Interview Committee review qualified applications to determine most qualified applicants and interest in interviewing. The following instructions are provided to the Hiring Manager.

  - Review all applications for the most qualified applications and schedule interviews.
  - At least three (3) applicants must be interviewed.
  - When interviewing, be sure to identify specific questions in advance of the interview that will be asked to all interviewees for consistency.
  - Consideration must be given to the population that has been under-utilized for this classification. This information is provided on the Applicant Pool/EEO Statistics.
  - Consideration must be given to an applicant who is eligible for veterans preference.
  - Once a selection has been made, check references on the selected candidate as required by State Employment Policy. When checking references, use the Reference Check Form that has been provided by HR that identifies specific questions. If additional questions are needed, determine the questions in advance of the reference check and ask the same questions in all reference checks for consistency.
  - When a final decision has been made, complete the Selection to Hire form (purple form), listing the selected candidate, reason for the selection, potential date of the new hire and the requesting salary. Also list all applicants who were interviewed with the non-selection reason.
- Return the completed Selection to Hire form, EEO Statistics form, Interview Selection forms, Confidentiality Agreements (if required) and all applications to Human Resources.

Human Resources Recruitment Specialist:
- Reviews the application of the selected candidate to determine the qualifying salary.
- Prepares an Offer/Contract letter to the selected candidate for the Chancellor's approval and signature.
- Sends notification the Hiring Manager (via email/telephone) of approval and advises to make the formal offer of employment to the selected candidate.

**NOTE:** Members of the Interview Committee will obtain confidential information during the Interview and Selection Process. This information should be kept confidential. The Hiring Manager may require each member of the Interview Committee to sign a Confidentiality Agreement that can be obtained from Human Resources.