

A Guide to the Hiring Process



Request for Hire

- ❑ Complete Request For Hire (RFH) form and submit to Organizational Development (OD) for approval of title, rate, & job description
 - Please attach an updated job description to the RFH (if changes were made)
 - Include justification for hire, including how the position is funded

Note: PAC meets every Wednesday @11am

Post a job

Advertising/Recruiting

- ❑ Talk to OD about posting options
 - The full list of recruiting websites can be found on the OD Wiki page, including sites that target diverse candidates
 - Fees for posting jobs will be charged to your department
 - Union jobs must be posted internally for a minimum of 2 weeks



Using Applicant Tracking System

- ❑ Contact OD to request access & training to screen applicants
 - You may request extra assistance with screening from OD

Review resumes

Applicant Review

- ❑ Screen for qualified candidates
 - Talk to OD about interview questions & process
- ❑ Hiring managers are encouraged to meet with qualified INTERNAL candidates as a courtesy to staff members
- ❑ Think about Diversity and Inclusion and be aware of biases
- ❑ Arrange with OD for reference checks through Skill Survey

Make a decision

New Hire Paperwork

- ❑ Complete Ops/IT Form (2 weeks before start date) to request computer, keys, phone, desk, etc.
- ❑ Complete and submit "Green Sheet" to OD before the new employee's 1st day of employment
- ❑ Schedule a New Hire Orientation with OD for employee's 1st day
 - 3 hours for benefit eligible (>53% FTE)
 - 2 hours for non-benefit eligible (<53% FTE)
- ❑ Escort new employee to OD on their 1st day



Final Candidate(s)

- ❑ Discuss the details of a final offer for your candidate with OD [start date and rate of pay]
- ❑ Make offer and review terms of hire with final candidate
- ❑ OD sends and official offer letter