SELECTING A CANDIDATE

Quotes from stakeholders who have been using the Playbook

“It has helped hiring managers in my department to keep the process consistent and avoid overlooked steps.”
- Hiring Representative, School of Public Health

“Having examples of how to set up a search committee depending on the position that I’m hiring for has been really supportive”
- Hiring Manager, Research

TIPS AND TRICKS

- Schedule your interview dates and times well in advance to confirm your Search Committee members and interviewers can participate
- Screen applications during the posting period, including any screening interviews
- If possible all in person interviews should be scheduled the same day so that the Search Committee can provide a recommendation on that same day
- Schedule 10 minutes at the end of each interview to consolidate notes and complete any evaluation materials (e.g., Qualtrics survey)

FREQUENTLY ASKED QUESTIONS

- What is the difference between a screening interview and a formal interview?
Screening interviews are an optional step that can be conducted before the official interview pool is approved by OHR. They can only be conducted via phone or video conference and they should be coded in PeopleAdmin as a screening interview.

- Does HR need to approve who I formally interview?
Yes. The hiring manager should submit the “hiring pool” of candidates who will be interviewed to HR for review. The pool should include any candidates who received a screening interview but are not advancing.

- What happens if a search committee member cannot make a meeting?
Search committee members should be expected to attend all meetings and all meetings should be scheduled at or before the time the position is posted. In the case of an unexpected conflict, the search committee member should send an alternate or ask to be updated afterwards.

- Can I talk to a candidate before the posting closes?
A candidate can be contacted during the posting period to conduct screening interviews. Formal interviews should not occur until after the posting closes and the hiring pool is approved by OHR.

- When can I start scheduling formal interviews?
You can start scheduling formal interviews once your top candidates have been approved by OHR.

- Do I have to interview my final candidates in person?
No, but it is a best practice to conduct an in-person interview.

- What if one candidate can only interview via phone or video teleconference?
If one or more candidates are allowed to interview in-person, then the same opportunity must be extended to others.

ADDITIONAL RESOURCES

- Download Zoom to host video conferences via zoom.unc.edu
- Sample interview schedule (Tier II senior position)
- Sample rubric

HIRING JOURNEY

Quotes from stakeholders who have been using the Playbook

“Being able to work through the process on the go has really helped me keep things moving.”
- Hiring Manager, School of Public Health

“Having a clear idea of the steps involved has really helped me avoid any potential roadblocks.”
- Hiring Representative, School of Public Health

“Knowing what to expect at each stage of the process has really helped me stay focused and on track.”
- Hiring Manager, Research