












## CHECKLIST FOR SELECTING A CANDIDATE (SHRA & EHRA NON-FACULTY)

 HR REPRESENTATIVE  HIRING MANAGER






### POSTING AND SCREENING: ACTIVITIES TO COMPLETE DURING THE POSTING PERIOD

-  Assign roles and responsibilities to individuals involved in the selection process (e.g., provide charge to search committee)
-  Review applications daily and adjust your outreach and advertising plan proactively if you are not receiving qualified candidates
-  Utilize the PeopleAdmin departmental EEO report to assess whether the applicant pool is diverse and adjust advertising and outreach strategy if needed
-  Confirm all meetings with search committee members have been confirmed to avoid scheduling delays. These include:
  - Decision meeting to select candidates to interview
  - Interview dates and times
  - Decision meeting to select final candidate
-  Develop rubric for screening candidates and questions for interviews
-  Begin candidate screening during the posting period
  - Code applicants as you begin screening them
-  Conduct screening interviews for viable candidates (optional)
  - If there is a large pool of qualified candidates, a screening interview is recommended via phone/Skype/Zoom
  - Screening interviews may take place during the posting period but may not be in-person

### SELECT AND APPROVE POOL: ACTIVITIES TO COMPLETE FOLLOWING THE POSTING PERIOD

-  Complete reviewing candidates as soon as the posting closes. Conduct any final screening interviews
-  Convene a decision meeting to select candidates to interview
  - Decision meetings are a best practice and can be held in-person or via phone/Skype/Zoom
-  Schedule candidate interviews
  - All interviews should be scheduled to take place within one week of when the posting closes
-  Disposition applications in PeopleAdmin and send forward pool of desired candidates for approval
  - Send forward all candidates you wish to interview and any candidates with whom you conducted a screening interview but are not moving forward
  - OHR may advise that you extend interview offers to additional candidates upon review of your interview pool

### IDENTIFY PREFERRED CANDIDATE: ACTIVITIES TO COMPLETE ONCE THE INTERVIEW POOL HAS BEEN APPROVED BY OHR

-  Conduct formal interviews
  - For more guidance, see the optimal search committee and interview schedule on page 9
  - Search committee members interview each candidate
  - Note: All candidates should be offered the same type of interview opportunity
-  Search committee meets to recommend a candidate to the hiring manager
  - Best practice is for all interviewers to meet once they conclude the last interview of the day
  - Search committee should document their justification for the selected candidate
-  Search committee submits selection materials to HR representative to be archived, such as:
  - Interview notes
  - Scoring rubrics
  - Qualtrics survey results
-  Hiring manager identifies highest qualified candidate
-  Move on to the checklist for extending an offer on page 20 for SHRA and 21 for EHRA-NF