ST. OLAF
HUMAN RESOURCES

HIRING MANAGER'S CHECKLIST

Review the guide

- ☐ Review Hiring Future Oles: A Recruitment Guidebook
- ☐ Contact HR with any questions

Job Opening

Employee notice

- ☐ Forward resignation letter to HR
- ☐ HR sends departure checklist link to outgoing employee with supervisor on copy regarding action items

Assess position

- ☐ Discuss potential department changes with supervisor
- ☐ Discuss potential changes with HR

Job Description and Job Posting

Revise job description

- ☐ Revise job description based on position assessment discussion (Guide to Writing Job Descriptions)
- ☐ Forward the Word document to HR for review
- ☐ Discuss position, timeframe, advertising, search committee members, and process with HR

Create job posting

- ☐ Create job posting based on job description (Guide to Writing Job Postings and Job Posting Template)
- ☐ Forward the Word document to HR for review

Approve job requisition

- ☐ Approve job requisition in HireTouch after HR has routed for approval (HireTouch Help)

Advertise the position

- ☐ Advertise job opening on appropriate channels (listservs, networks) as needed

Interview Preparation

Form search committee

- ☐ Determine 3-5 committee members
- ☐ Email list of search committee members to HR
- ☐ Define the role of the search committee in the decision making process

Train interviewers (search committee and potentially other interviewers)

- ☐ Train search committee members and other interviewers on the following:
- ☐ Bias
- ☐ Legal questions
- ☐ Consistency
- ☐ Confidentiality
- ☐ Notetaking
- ☐ Security
- ☐ Using HireTouch

Determine the interview format

- ☐ Determine what kind of interview is best for the position

Develop interview questions

- ☐ Review Interview Questions Guide and Interview Questions to Avoid
- ☐ Include "must ask" topics in list of interview questions
- ☐ Create interview questions for initial phone/video interviews
- ☐ Create interview questions for on-campus interviews
- ☐ Email both sets of interview questions to HR for approval

Develop rubric

- ☐ Utilize Candidate Interview Evaluation, Additional Candidate Interview Evaluation Topics, and Candidate Interview Evaluation Rubric documents; revise as needed to fit position

Screen Applicants

Review applicants

- ☐ Hiring manager reviews applicants in HireTouch
- ☐ Complete initial review Pre-Interview Candidate Assessment Tool (if desired)
- ☐ Look at immigration status policy question on application
- ☐ Look at consensual relations policy question on application
- ☐ Contact any applicants who may require clarification or further information to determine if qualified
- ☐ Confirm qualified applicants are in wage range
- ☐ Determine which qualified applicants will be interviewed as candidates (all must meet the minimum requirements of the job posting, if not contact HR)

Notify applicants not selected for interview

- ☐ Release unqualified applicants in HireTouch (HireTouch Help)
- ☐ Send auto-generated email through HireTouch to applicants not being interviewed (bulk action>decline sends email)

Scheduling Interviews

Video/phone interviews

- ☐ Determine interview schedule based on search committee availability
- ☐ Contact applicants to schedule first round of interviews; ensure enough time allotted before and after interviews for preparation, candidate rating and to prevent candidate overlap
- ☐ Send PDF version of job description to candidates who will be interviewed
- ☐ See Google Meet instructions on how to do video interviews

On-campus interviews

- ☐ Decide on finalists to bring to campus for an interview
- ☐ Contact candidates to schedule second round of interviews; ensure enough time allotted before and after interviews for preparation, candidate rating and to prevent candidate overlap
- ☐ Send PDF version of job description to candidates who will be interviewed (if not already done for video/phone interviews
- ☐ Determine interview schedule based on search committee and interviewers availability
- ☐ Clarify the information they provided on the application
- ☐ Discuss a candidate's interest in the position and salary expectations

Travel reimbursement

- ☐ Consult with HR before any travel expenses are incurred
- ☐ Arrange travel for top non-local candidates (Travel and Meal Expense Reimbursement Policy)
- ☐ Inform candidates of their interview day arrangements (Applicant Communication Templates)

Interviewing

Set the tone

- ☐ All interviewers should arrive early and prepared
- ☐ Start interview with icebreaker to create a relaxed atmosphere
- ☐ Provide an overview of the interview format

Reasons for leaving & employment gaps

- ☐ Make sure to understand candidates' reasons for leaving all past jobs
- ☐ Ask about gaps in employment

Interviewer must do's

- ☐ Be consistent in your questioning and ask candidates the same prepared questions
- ☐ Show respect for candidates by listening carefully to them
- ☐ Allow silence
- ☐ Keep track of time

Phone/video interviews

- ☐ If including search committee, provide members with applicants' resumes and cover letters, job description, interview questions, and Video/Phone Interview Evaluation
- ☐ Interview candidates
- ☐ Review Video/Phone Interview Evaluation to determine top candidates for on-campus interviews
- ☐ Release candidates not selected for on-campus interview. Contact and change status of candidates in HireTouch. If there are "maybe" candidates, it is okay to keep them in the candidate pool

On-campus interviews

- ☐ Contact HR if candidate is not local. HR needs to have a conversation with the candidate BEFORE any travel arrangements are made.
- ☐ Provide search committee members with interview questions, applicants' resumes and cover letters, job description, and Candidate Interview Evaluation Rubric
- ☐ Arrive early and prepared
- ☐ Interview candidates
- ☐ Search committee members complete Candidate Interview Evaluation and then discuss candidates
- ☐ Review Travel and Meal Expense Reimbursement Policy
- ☐ Allow candidates to ask questions at the end of on-campus interview
- ☐ Sell St. Olaf as an employer of choice
- ☐ Let the candidate know the next steps in the process and your expected timeframe
- ☐ Thank the candidate for coming

Determine top candidate

- ☐ If other people were involved in the search process, gather feedback from those who interviewed or met with the candidates
- ☐ Search committee meets to determine candidate rankings
- ☐ Contact HR about the top candidate, or discuss next steps if interviews were unsuccessful
- ☐ Send all interview notes for everyone involved in the search to HR to be stored in job folder

Job Offer

HR discussion and interview

- ☐ HR has phone interview with top candidates and reviews job description/accommodations
- ☐ HR recommends compensation; if wage for new employee is higher than the previous employee, hiring manager discusses with Finance and VP for solution
- ☐ Discuss offer and contingencies, e.g., background check, reference check, pre-employment physical, etc. with HR

Reference checks

- ☐ Secure permission from candidate to contact their references
- ☐ Contact references using Reference Check form

Offer process

- ☐ Contact candidate and extend verbal job offer with contingencies
- ☐ Conduct background check and potentially a consumer credit report or a pre-employment physical; finger printing will be required for anyone with a master key
- ☐ Determine start date (candidate should NOT give notice until after all contingencies have been completed)
- ☐ HR sends offer letter (verbal offer is accepted after contingencies are completed and a start date is determined) via email to new employee with supervisor on copy
- ☐ Once candidate accepts the position via reply-all to the official offer letter and all contingencies are removed, contact other candidates
- ☐ Move remaining candidate(s) through the workflow in HireTouch
- ☐ Notify candidates not selected (Applicant Communication Templates)

Onboarding

Pre-boarding

- ☐ Review Supervisor and New Hire Onboarding Checklists
- ☐ Employee must complete I-9 form on or before start date
- ☐ Make a plan to be in regular contact with new employee before start date
- ☐ Create schedule for new hire's first two weeks. Refer to offer letter for dates and times for new hire paperwork and benefits orientation

First day and beyond

- ☐ Ensure employee engagement by checking in with new hire on a regular basis
- ☐ Ensure employee attends benefits orientation
- ☐ Adjust schedule for first two weeks as needed
- ☐ Ensure New Hire Onboarding Checklist is completed
- ☐ Complete 90 Day Evaluation form

Employee engagement

- ☐ Engage employees by communicating clearly, coaching, checking in regularly and creating growth opportunities