

New Hire Checklist for Hiring Managers

_____ Fill out the Request to Fill form. Include the Job Description and Search Committee members (Hiring Partner). Attain required signatures and send to HR.

Whether the position has previously been filled or is new, it is the responsibility of the hiring manager to create or update the job description for a position based on the business needs of the division and the University. The hiring manager should determine the qualification requirements, and identify the core competencies/skills required to succeed in the position. The hiring manager should also distinguish with guidance from division leaders, which education, training, and/or experience develops or demonstrates those competencies/skills. Minimum qualifications for all classified positions are determined by State Civil Service.

Search committees are encouraged for all positions but are required for all faculty, cabinet, and extended cabinet level positions. It is the responsibility of the hiring manager to compose a search committee of individuals who understand the requirements of the position being filled, are committed to the mission and goals of the Division, and are willing and able to fully participate in the search process.

One hiring partner is required to participate in the interview process alongside the hiring manager for all Professional, Other Academic, and Classified positions. It is the responsibility of the hiring manager to choose a hiring partner who understand the requirements of the position being filled, are committed to the mission and goals of the Division, and are willing and able to fully participate.

_____ Review applications with Search Committee members (Hiring Partner).

Candidates can be reviewed as they are received by the hiring manager, search committee members, and/ or hiring partners to determine candidate eligibility. A candidate must clearly meet the minimum qualifications of the position, which are outlined in the approved job description to be considered for interview.

Classified positions must be posted for a minimum of five (5) calendar days. All other employee types must be

posted for a minimum of fourteen (14) calendar days unless the Office of Human Resource Management, the Chancellor, and the Vice Chancellor of Business Affairs have approved alternate advertisement.

_____ Select candidates to be interviewed. Move the candidates forward to the interview stage in Workday.

This action will trigger a candidate review by the Office of Human Resource Management to verify candidate eligibility for hire. If approved, the candidate application will return to the hiring manager in Workday to schedule an interview with the candidate. If denied, the Office of Human Resource Management will disposition the candidate and will email the hiring manager, search committee, and/or hiring partner citing the reason for candidate disposition.

_____ Once confirmation of eligibility is received in Workday from Human Resources, schedule interviews. Interviews must be conducted with your Search Committee members or Hiring Partner.

_____ After interviews are completed, 3 reference checks must be completed by the hiring department for the top candidate(s).

_____ Move the candidate that you wish to offer to forward to the reference check stage in Workday.

_____ Fill out the Request to Hire form, attain required signatures and send to HR. For **Adjunct only**, an email is sent from the Dean to HR.

_____ Contact candidate to inform him/her that he/she will be receiving his/her offer letter by email from the HR department.

OR

If hiring out of state employee, send Letter of Intent and Flex Work Agreement to new hire and a signed copy of both to HR.