

60-DAY HIRING ROADMAP

Note: All Tasks are to be completed by the Hiring Manager or Search Chair Unless Otherwise Stated

Use Case: An employee resigns and provides a two-week notice

Goal 1: If it is determined that there is an ongoing need for the position aspire to post the backfill within 10 working days

Goal 2: Have a new employee starting in 60 days or less from the posting date

PRE-POSTING PERIOD WORK

Pre Work Week 1: Validate the need for the position (1-3 days) (HM + BP)

- Review your current succession/staffing plans and confirm that the replacement position is necessary and fiscally responsible
- Obtain appropriate signatures and documents required for posting, partner with the Business Partner to review the position description, identify any changes that need to be made, and designate search committee members
- Complete Position Control Action form (PCA) **(days 3-5)**
 - Get an executive signature from your area on the PCA
- Review recruitment roadmap materials to clarify the recruitment process and responsibilities
 - **Option** to set a strategy meeting with the **Talent** team (Alicia/Chris-Recruitment Strategy Meeting). A recruitment strategy meeting should be requested for hard-to-fill or highly competitive roles where additional/active sourcing might be required.
 - Strategy meetings should be requested in conjunction with the initiation of any posting process as they should occur at or before the date of posting. should be Determine if there will be a need for additional sourcing (EMU Recruiter (LinkedIn) other professional job boards)
 - Understanding of Affirmative Action focuses, building a retention/evaluation plan

Pre Work Week 2: Form Search Committee and Create Requisition (days 6-10)

- Finalize a search committee of 3 - 7
- Confirm with HR that the position description for the role is available for posting in PageUp, and complete the requisition in PageUp

- Select your roadmap: 6 (Internal), 14, or 30 days
 - If the position is bargained for the position will be posted internally only for 6 working days
 - If the position is non-bargained, select how many days you would like to post the position (14 or 30 days)
 - Review the final posting and submit it for approval
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POSITION LIVE DATE THROUGH HIRING DECISION

Live Date (Day 0): The position is Posted for 6, 14, or 30 days

- Verify that position has been sourced through PageUp (Talent)
- Review [Lominger Interview Questions \[PDF\]](#)
 - Select interview questions based on the knowledge, skills, and abilities needed to be successful in the position
 - IMPORTANT: The Lominger Questions provide baseline, boilerplate questions per core competency. Work with search committee members to customize behavioral-based competency-focused questions that are relevant to the position and successful candidate profile
- Schedule committee meeting(s) based on the closing date to do the initial review of applicants
- Ensure that committee members are aware of and aligned with all timelines as well as their roles/responsibilities as search committee members

Receive Applications (6, 14, 30 days - depending on the search length)

- The hiring manager has immediate access to applications as applicants apply
- On the day the position closes, the hiring manager must move the applicants from “New” to “Committee Review” in PageUp to give the committee access to view and rate the candidates

Evaluate Applications (Day 8, 16, or 32)

- Conduct your committee meeting(s) to review applicants
- Officially rate and rank all of the applicants and determine the candidates will move forward in the selection process

Schedule and Conduct First Round Interviews (Day 10-14; 19-23; 35-39)

- Schedule first-round interviews
- Move the candidates forward in PageUp to the “First Round Interview” stage
- Conduct first-round interviews

Committee Review of First Round Interviews: (Day 15-17; 24-26; 40-42)

- Schedule a committee meeting after the final first-round interview to review each candidate
- Officially rate and rank all of the applicants and determine the candidates who will move forward to the final round of interviews

Schedule and Conduct Final Round Interviews (Day 20-23; 29-32; 45-47)

- Schedule the final round of interviews
- Move the candidates forward in PageUp to the “Final Round Interview” stage
- Conduct the final round of interviews

Committee Review of Final Round Interviews + Reference Checks: (Day 24; 33; 48)

- Schedule and conduct a committee meeting after the final final-round interview to discuss each finalist
- Officially rate and rank all of the applicants and determine who you want to offer the job to
- Conduct reference checks

Complete the Hiring Proposal in PageUp: (Day 25; 34; 49)

- Move Candidate to Hiring Proposal (Launch Offer Card) Step in PageUp
- Fill out the required form and route it for HR approval

Make the Verbal Offer to the Candidate and Confirm the Start Date: (Day 26; 35; 50)

- After receiving HR approval on the salary, call the candidate and make the offer
- If the candidate accepts the verbal offer, notify HR (Talent) so that the formal offer letter process may commence. All offers are contingent on the candidate’s successful completion of a background check

Complete Manager Onboarding Tasks: (Days 51-60)

Best Practices to Achieve an Efficient and Effective Search:

- Select the target start date based on the posting length
- The committee must be selected before the position is posted
- Committee meetings are scheduled when the position is posted
- Time slots are blocked on committee member calendars when the position is posted
- The hiring proposal is submitted in PageUp the same day that the final committee meeting is scheduled