

Hiring Manager Recruitment Process Checklist

Job Title: _____ Req #: _____ Posting End Date: _____ E-Class:

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Committee Members: _____

Target First Round Interview Dates: _____

Times blocked on calendar

Target Final Round (In-Person) Interview Dates: _____

Times blocked on calendar

Target New Hire Start Date: _____ Orientation Date: _____

Pre-Interview:

- Meeting with LODT&W Specialist complete
 - Interview questions selected for first round interviews
 - Interview questions selected for final round (in-person) interviews
- Turn in search committee code of ethics to LODT&W Specialist (via email)
- In NeoGov: *Individually*, review applications/resumes/cover letters of all candidates
 - Enter a score of 1 – 3 (with 3 being the best) for all candidates
 - Verify all members of the committee have entered scores
- Conduct committee meeting to determine which candidates to interview
 - Review/discuss interview questions to be asked for first round interview
- Notify the LODTW Specialist of which candidates you plan to interview
- Hiring manager or committee chair schedules interviews

First Round Interview:

- Application/ resume / cover letter re-reviewed prior to the interview
- Be open, warm and wear a smile
- Express sincere gratitude to candidate for taking the time to interview
- Explain the reason for the vacancy – give a realistic preview of the job – deliverables and challenges
- Explain the interview process – “I will tell you a little bit about the University and my leadership style. Then we will be asking you questions and save time at the end for you to ask any questions you may have. What questions do you have?”
- Talk briefly about mission, vision, values of the University
- Talk briefly about your leadership style
- Begin asking interview questions
 - Notes taken on each question
- Ask what questions the interviewee has
- Sell the benefits of working at EMU
- Discuss next steps in the process and by when the candidate can expect to hear from you

Post Interview:

- In NeoGov: *Individually*, score each candidate

- Enter a score of 1 – 5 (with 5 being the best) for all candidates
- Conduct committee meeting to determine who to bring in for in-person interviews
 - Review/discuss interview questions to be asked for final round interview
- Notify the LOD&T Specialist of which candidates you plan to interview in-person
- Hiring manager or committee chair schedules interviews

Final Round (In-Person) Interview:

- Application/ resume / cover letter re-reviewed prior to the interview
- Be open, warm and wear a smile
- Express sincere gratitude to candidate for taking the time to interview

Entire Committee:

- Explain the interview process – “Today we will ask you more interview questions as a committee, give you a chance to ask any questions you may have. Then you will spend some one-on-one time with the hiring manager.”
- Begin asking interview questions
 - Notes taken on each question
- Ask what questions the interviewee has

One-on-One with Hiring Manager

- Open candid conversation about what it is like working in the department
- Provide clarity about your expectations as their manager
- Answer any questions the candidate has
- Discuss next steps in the process and by when the candidate can expect to hear from you

Post Interview:

- In NeoGov: *Individually*, score each candidate
 - Enter a score of 1 – 5 (with 5 being the best) for all candidates
- Conduct committee meeting to determine who to offer the job to
- Hiring Manager completes reference checks
- Hiring Manager completes the hiring proposal and sends to LODTW Specialist
- Once approved, Hiring Manager calls candidate, extends a verbal offer and confirms start date
- Hiring Manager contacts LODT&W Specialist to notify if accepted
- LODT&W conducts background check and once cleared, sends out written offer letter
- Hiring Manager calls *all* interviewed candidates who were not selected to inform them of the choice
- Hiring Manager maps out the new hire’s first week. Include time for:
 - Learning core functions
 - Building relationships with colleagues
- Hiring Manager reaches out between offer acceptance and first day to express excitement for joining team, to answer any questions they have and to share the plan for the first week