

HIRING CHECKLIST

10/13/2015

STAFF/PROFESSIONAL

If this is a NEW position, a posting cannot be made until a new position description has been created and approved by HRS. Please contact kmflack@uidaho.edu or call 5-4108. If it is a position that already exists, please follow the checklist.

1. Before contacting AAC/HR & Operations Supervisor:

- Identify the budget number(s) used to advertise and fund position, salary grade, full or part time status, fiscal year/academic year appointment, temporary or permanent position, department, type of funding: temporary grant, temporary non-grant, permanent
- Create a list of interview questions (must be approved by AAC before posting)
 - If you plan to have more than 1 interview for top candidate(s) you must submit a second set of interview questions for approval at this time
- Create screening form that lists all minimum qualifications
- Create list of reference check questions. These are somewhat standard and can be found on the HRS website at: <https://www.uidaho.edu/human-resources/forms>
- List at least 3 Essential job functions and 1 Marginal job function. Each job function must be assigned a percentage of time with the total of 100%
- List the specific responsibilities underneath each job function
- Decide what minimum & preferred qualifications to use (these will be approved and/or modified by AAC)
- Determine if there will be any specific physical requirements and/or working conditions that should be listed
- Recruit at least 3 search committee members

****Once you have the information requested above, please send it to kmflack@uidaho.edu****

2. AAC/HR & Operations Supervisor will look over the information and create a posting on PeopleAdmin.

- Work with AAC to decide posting date, closing date, or open until filled
- Work with AAC to choose advertising venues and dates.

3. Posting will go through approval steps that include: AAC, HRAI, & HRS offices

4. Opening will be posted on University website until closing date or filled (depending on what you chose earlier in the process)

5. Before beginning interviews:

- Send a list of those you wish to interview, with rationale for each, to kmflack@uidaho.edu for approval. They will then be sent to HRAI for approval as well. The search committee will be notified when this process is complete.
- Do not contact the interviewees before approval is received
- All applicants must have been screened before interviews can begin
- All interviewees must meet all minimum qualifications. The AAC will check this as well.
- Send a list of those who do not meet minimum qualifications to kmflack@uidaho.edu for approval. The AAC will check to make sure that the applicants do not meet all minimum qualifications before they are removed from further consideration. Once they are transitioned to “does not meet minimum qualifications” they will receive an email stating that they are no longer being considered for the position.
- All electronic correspondence between applicants and search committee should be cc'd to kmflack@uidaho.edu

6. Interviewing:

- Interview guidelines available at <https://www.uidaho.edu/human-resources/forms>
- Evaluation of candidates can only be based on job related factors
- Focus on tangible, measurable qualifications
- Remember that everything written during the selection process is discoverable
- Treat all candidates equally. This applies to the manner in which interviews are conducted. For example, the same type of interview is required. You cannot interview some candidates in person and others over the phone or videoconference. You must use the interview questions that were approved earlier in the process. You may ask follow-up questions if they are job related.
- Be aware of illegal/unethical interview questions related to: marital status, age, type of transportation used, children, how long they will work in this position, etc. For more information please schedule the Evaluating Applicants presentation with Kaitlin Flack kmflack@uidaho.edu

7. Additional interviews:

- If you wish to schedule a second interview with candidate(s), you must contact kmflack@uidaho.edu to gain approval
- These interview questions must also be approved by the AAC and HRAI.

8. Reference Checks:

- Call listed references and ask the same questions for each candidate (those that were approved in Step 1)
- Only job related answers may be considered
- You may call off of the reference list if the candidate gives you permission to do so. However, please use caution if you are contacting their current supervisor. The candidate must explicitly tell you that you may contact their current supervisor if they are not listed as a reference.

9. Once you know who you would like to hire:

- Send the name of your top candidate, with rationale, to your AAC at kmflack@uidaho.edu
- A hiring proposal will be initiated by the AAC. Please have the following information ready:
 - Salary at which the position will be offered at
 - Funding sources (if they have changed)
 - Why this is your top candidate
- The hiring proposal must be approved by AAC, HRAI, and HRS before any offer of employment may be made
- Once the hiring proposal has been approved, the AAC will create an offer letter for the candidate. The search committee will contact the candidate and deliver the offer of employment contingent upon the completion of a successful background check (CBC).
- The candidate will need to sign the offer letter and send it back to the search committee who will then send it to the AAC at kmflack@uidaho.edu before a CBC can be initiated
- Once the offer letter has been returned, the AAC will transition the hiring proposal to "accepted". The candidate will receive an email from HireRight with instructions as to how to authorize the CBC. They have 14 days to do so before their account expires. The department will be charged regardless of whether the applicant authorizes the CBC.

- The results of the CBC will be sent to the AAC who will then inform the search committee that the offer of employment can now be made official. If the results are unsatisfactory, the search committee will need to identify their next top candidate.
- Upon successful completion of the CBC, the applicant will be officially hired and the position will be marked as "filled". At this time, all unsuccessful applicants will receive a generic email stating that they were not selected for the position. The search committee has the option of emailing/calling each candidate to inform them that they were not chosen for the position. Keep in mind they will still receive the generic email automatically. However, the AAC can hold off on transitioning the position to "filled" if the search committee wants to send an additional email/phone call. Please let the AAC know this ASAP.

10. After filling the position:

- The new hire MUST complete an I-9 work authorization form with HRS BEFORE they begin working for the University.
- There will be several other forms that the new hire will need to fill out with HRS including retirement enrollment, benefits information, etc. Please contact HRS at 208-885-3609 with any questions.
- An Electronic Personnel Action Form (EPAF) will need to be applied by the end of the first pay period in which the employee works. Please keep in contact with the AAC if the employee's first date has changed.
- It is very important to let the AAC know when the employee's first day of work will be. The AAC must approve the first day of work. If the employee begins working without AAC approval, it is possible that not all employment paperwork has been completed which puts us at a risk for a federal violation. Secondly, it is likely that an EPAF will not be processed for the employee on time which will result in a delay in pay for the new hire.
- Send all search documents to AAC who will retain them for at least 5 years. This includes screening forms, interview notes, reference checks notes, and anything that was written on during the process. Remember that these documents are discoverable.

Notes:

Contact the AAC before advancing to the next step during the hiring process. When in doubt, ask the AAC/HR & Operations Supervisor about the appropriate procedure. These steps are subject to change. Notice will be given whenever possible and/or appropriate as deemed by the HR Business Partner, Director of Administrative Services, or AAC/HR & Operations Supervisor.