

Recruitment and Hiring Worksheet for Hiring Managers

MVNU Human Resources Office

STAGE 1: POSITION DECISION

Today's Date: _____ Position to be filled: _____

Formerly Held By: _____ Target Start Date: _____

Department: _____ Hiring Manager: _____

Explanation of Hiring Needs:

STAGE 2: POSTING AND RECRUITMENT

HR Action Form with signatures to HR

Posting to HR

Will this be posted anywhere else? Yes No If yes, where? _____

Posting Date: _____

We will post this position for _____ weeks before beginning interviews.

All applications will be forwarded to: _____

STAGE 3: COMMITTEE CREATION

Three Member Committee

Full Committee (Coordinator positions and higher)

• HR Representative or designee: _____

• Hiring Manager/Supervisor: _____

• Coworker to the position: _____

• Career Services (as available): _____

• Cross divisional stakeholders: _____

STAGE 4: APPLICATION REVIEW

Rubric (performance skills/technical job skills matching the job posting) for application review created

Applications printed

Meeting set with committee, date: _____

Applicants to move onto phone interview:

STAGE 5: PHONE INTERVIEWS

Rubric modified for phone interviews if needed

Questions created (HR has a standard set of questions)

Next steps determined (what to tell applicants to expect moving forward)

Meeting set with committee for phone interviews, date(s): _____

Applicants to move onto face to face interviews:

STAGE 6: FACE TO FACE INTERVIEWS

Rubric modified for face to face interviews if needed

Questions created

Assignments or testing needed? _____

Budget for travel for applicants if needed, from what budget? _____

Who do they need to meet with while they are here, what should their schedules include?

Date(s) for face to face interviews: _____

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STAGE 7: REFERENCE CHECKS

- Questions created
- Who will call references? _____
- Date(s) for reference check calls: _____

STAGE 8: FINAL DECISION

We would like to hire: _____

- Conversation with Director of HR about verbal offer (salary, benefits, moving, etc.)
 - Signature/approval for hire from VP and President on HR Action form
 - Hiring Manager will make verbal offer
 - Hiring Manager will communicate with Director of HR (acceptance of offer, start date)
- HR will initiate the hiring process
- HR and Hiring Manager will determine how to inform other applicants (phone, email, etc)