

Non-Exempt Staff Hiring Process – DRAFT

1. Obtain permission to hire; Hiring Supervisor (HS) contacts Human Resources (HR) and obtains a hiring packet. HS submits a completed Employee Requisition Form* (ERF) to HR (make sure budget funds are available) with attached job description and advertisement (request from HR) for approval; HS needs to be trained by AA/EEO within 2 weeks following approval; advertise (minimum of 6 working days); HS develops grid criteria based upon job advertisement, phone interview questions and reference questions and submits to AA/EEO for approval within 2 weeks following advertisement of the position.



2. HR collects applications until position is filled; screens applicants based on minimum qualifications starting on review date until position is filled; and submits them to AA/EEO within 2 weeks of review date for pool approval; AA/EEO notifies HR of pool compliance status. If pool is disapproved, then the HS will be notified by HR and instructed to send an electronic statement to AA/EEO justifying why he/she does or does not want to proceed with the hiring process.



3. HR notifies HS that applications are ready to be picked up within 5 working days.



4. HS reviews the applications using the grid criteria (do not use numbers; use check marks only); HS develops strengths & weaknesses on three – five candidates and completes reference checks (written documentation). This will assist you in deciding who to interview.



5. HS submits the Phone Interview Request Form * to HR (requires approved phone interview questions be used and answers documented). HR notifies HS when phone interviews are scheduled to be conducted. HS develops on-site interview questions and submits to AA/EEO for approval prior to a request being submitted to hold an on-site interview.



6. HS develops on-site interview questions and submits to AA/EEO for approval prior to a request being submitted to hold an on-site interview. HS emails the completed Interview Request Form* (IRF) to HR with a copy of the summary of reference question responses, copy of phone interview questions and responses (if conducted), and applications requesting approval and/or comments.



7. HR contacts applicants with an offer to interview; once the candidate(s) accept an interview, HR makes the necessary arrangements. No travel expenses are covered for Non-Exempt positions. HS and HR exchange e-mails to ensure open communication.



8. HR organizes the interview day using the dates and times listed on the IRF*. HS must schedule appropriate facilities and notify HR of venues. HR notifies candidate as well as all participants in the interview process.



9. After the interview, the HS collects and collates the feedback and constructs a consolidated strengths and weaknesses memo (comments must be job-related and specific to the qualifications of the candidate compared to those required for the position); the strengths and weaknesses memo is emailed to the appropriate VP, HR, and AA/EEO. All documents including candidate files, notes, reference checks and responses, grid criteria, and any other written and/or audio/video materials are returned to HR within 2 weeks of completion of interviews.



10. HS discusses strengths, weaknesses, and terms of verbal offer with the appropriate VP.



11. HS sends an email to HR requesting approval prior to making a verbal offer to the selected candidate. Offer should include salary and/or rate of pay as advertised and requested start date. Candidate must be authorized to work in the U.S. (I-9 Form*). Once HR has approved verbal offer and candidate has accepted, HS submits an All in One Contract Request Form* with an attached Required Employee Information Form* (completed by candidate) to the appropriate VP for approval. The appropriate VP sends the contract request to HR. HR issues a written contract of employment to the candidate. HS sends new staff member to Payroll to complete new hire paperwork prior to first day of employment.