Hiring Best Practices

Manager Chat & Chew

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Selecting a Job Title

- Work with your administrator to review possible job descriptions. The below components of the job description allow you to **market** your position to draw the applicants you want and to provide enough detail to allow unsuitable candidates **deselect themselves** from consideration.
  - Title
  - Minimum qualifications
  - Education
  - Duties -> customize
  - Salary range
Pre-Job Posting

• Hiring managers can speak to the assigned recruiter directly in order to develop a strategy for finding the best candidates for the particular position. Where can you find applicants?
  – Who do you know?
  – Professional/community organizations and job websites
  – Where did you find your last person?

• All staff jobs should be posted for a minimum of five business days (10 business days for managerial positions) prior to extending a job offer in order to allow qualified applicants the opportunity to apply with the following exceptions:
  – Transfers within the same department
  – Temporary jobs (defined as jobs of duration less than 6 months)
  – Zero standard hours/PRN jobs
Screening Applications

- Pay attention to the following:
  - Was care taken in completing the application and/or resume, e.g. misspelled words, poor formatting? (resume/application)
  - Job hopping and gaps in service (resume/application)
  - Skills don’t match work experience/hyperbole (resume)
  - Minimum salary requirements (application)
  - Reason for leaving the current position (application)
  - References are current and professional/supervisors (application)
  - Resume and application do not match
- Does the applicant meet the minimal requirements for the position? (Managers must confirm since applications are no longer screened by HR recruiters)
- Reach out to Nannette on internal transfers before making offer. She can clue you in about issues the applicant may have had or is having in former/current WU roles.
Interviewing Process

• Pick only your top 3-4 candidates to interview. Any more than that may be more work for you than necessary.
• Be mindful of the impression that you make. During this time you are making as much of an impression on the candidate as they are on you. Create a welcoming environment.
• Ask the questions that mean the most for your work. Review the job description with the candidate.
• Be sure to only ask job-related questions (review acceptable/unacceptable interview questions) and be prepared to ask each candidate some of the same questions.
• Retain your interview notes for three years post-interview.
Reference Checks

• No matter how good the interview, it is very important to confirm by checking multiple references (current and former supervisors, mentors, etc.).
• Ask relevant questions including work attitude, attendance, technical skills, etc. Reference Check Form
• As with interviews, ask the same core group of questions in order to compare references for all candidates.
• Complete for ALL candidates, internal and external.
The Offer

• Discuss the salary with your administrator before the verbal offer.

• Following verbal offer and agreement on start date, a formal written offer will be generated.

• Offer is **contingent** upon background check, reference check and/or drug screen.

• NEVER allow an employee to start working before everything is completed.
Exercises

- Rank resumes for administrative coordinator position be prepared to discuss your choices.
- Prepare mock interview questions for a Research Tech II candidate.
Thank you