

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

