

Hiring Manager Screening, Interview, and Finalist Checklist For Administrator Positions

THE INTERVIEW PROCESS

- Review your applicant pool using an evaluation template
- Email Talent Acquisition (TA) the names of the candidates you would like to do a first-round interview with. Include a brief 1-2 paragraph narrative on why, in terms of the qualifications of the position and the candidates' skillsets/qualifications
- Receive notification from TA that the first-round diversity certification has been approved
- Reach out to candidates to schedule first-round interviews
- Conduct first-round interviews
- Meet as a committee to decide on second-round interview candidates, using the evaluation rubric as your main decision-making tool
- Email Talent Acquisition (TA) the names of the candidates you would like to do a second-round interview with. Include a brief 1-2 paragraph narrative on why, in terms of the qualifications of the position and the candidates' skillsets/qualifications
- Receive notification from TA that the second-round diversity certification has been approved
- Reach out to candidates to schedule second-round interviews
- Conduct second-round interviews

A MEMBER OF THE TALENT ACQUISITION TEAM SHOULD MEET WITH YOUR TOP 1-2 FINALISTS TO INTERVIEW AND PROVIDE A BENEFITS OVERVIEW

THE FINALIST SELECTION PROCESS

- Meet as a committee to decide on your finalist, using the evaluation rubric as your main decision-making tool
- Email Talent Acquisition (TA) your selected finalist's name. Include a brief 1-2 paragraph narrative on why, in terms of the qualifications of the position and the candidate's skillsets/qualifications. **Include requested offer amount, tentative start date, rank (if faculty position), relocation or signing incentive amounts (and GL codes)**
- Conduct reference checks. At least two out of three references should be current or former supervisors.

***IF INTERNAL CANDIDATE OR PREVIOUS EMPLOYEE: THE HIRING MANAGER MUST OBTAIN A REFERENCE CHECK FROM THE CANDIDATE'S CURRENT OR FORMER MANAGER BEFORE MAKING AN OFFER OF EMPLOYMENT. IF THE CANDIDATE'S CURRENT OR MOST-RECENT QUINNIPIAC SUPERVISOR IS UNAVAILABLE, CONTACT TALENT ACQUISITION**

- Receive notification from TA that the offer diversity certification has been approved
- Receive notification from TA that the Budget has approved the offer terms
- Make a verbal offer to your selected candidate. Offers are contingent upon the successful completion of a background check

***NO VERBAL OFFERS CAN BE EXTENDED WITHOUT DIVERSITY CERTIFICATION AND FORMAL APPROVAL FROM TALENT ACQUISITION**

- Notify TA of the final agreed-upon salary, start date, and any additional terms so they can send the offer letter and onboard the new hire

ONBOARDING PROCESS

- Complete the hiring manager onboarding [checklist](#) and the tasks listed 1-2 weeks before your new hire's start date to ensure an effective onboarding experience