## 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