

Hiring Manager Screening, Interview, and Finalist Checklist for Union Positions

THE INTERVIEW PROCESS

- Review your applicant pool using an evaluation template.
- In PageUp, update the statuses of the candidates you wish to interview. Email Janice Surato the names of the candidates you would like to do a first-round interview with.
- Receive notification from Janice Surato 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, if applicable. Use the evaluation rubric as your main decision-making tool.
- In PageUp, update the statuses of the candidates you wish to interview for second-round. Email Janice Surato the names of the candidates you would like to do a second-round interview with.
- Receive notification from Janice Surato 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 FINALIST 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 Janice Surato your selected finalist's name. Include a brief 1-2 paragraph narrative on why selected, in terms of the qualifications of the position and the candidate's skillsets/qualifications.
- Hiring manager will contact the finalist to explain next steps in the process, stating HR will contact to coordinate the Microsoft Skills test or pre-employment screenings, if applicable. Hiring Manager will ask permission to 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 of the successful skills test or pre-employment screenings from Janice Surato who will then submit the offer diversity certification.
- Hiring manager will submit the Offer Request in PageUp for final budget approval before a verbal offer is extended.
- Receive notification from Janice Surato that Budget has approved the offer in PageUp.
- Make a verbal offer to your selected candidate. Offers are contingent upon the successful completion of a background check. Confirm a start date with candidate.

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

- Notify Janice Surato of the start date and she will send the offer letter and onboard to 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.