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The Office of Human Resources (OHR) understands that the search process can be a difficult time for a Hiring Manager and the search committee. The OHR is available and committed to help make the search process efficient, while ensuring a fair applicant experience. Below is a checklist for the role of the Hiring Manager.

If you have not already had Taleo training, contact your Recruiter to receive training. Unsure of who your Recruiter is?

- o Bonnie Yourik: Academic Affairs and Student Affairs
- o Nyasha Lumumba: Athletics, Executive (President's Office), Legal Affairs, & OIIE
- o Paul Wege: Administration & Finance, Marketing & Communication, Operations & Human Resources, SPAR, & University Advancement

Please contact your Department Budget Manager (DBM) to discuss funding for your position before submitting your requisition

Draft or update the Position Description for your vacant position. The Position Description Form can be found in the [Forms Repository](#) under Human Resources Forms.

Already trained on Taleo? Review the [Taleo Training and Review Requirements](#) by your Recruiter and contact your Recruiter to discuss your recruitment strategy. This includes:

- o Where you will post the job (i.e., job boards, professional associations, industry-related websites, etc.)
- o How long the job will be posted
- o Past issues with filling this position, if applicable
- o Job posting information
- o Members of the search committee
- o Do you want to include a hiring manager assistant and/or collaborators who will assist with creating the requisition, dispositioning candidates, or sending evaluations? If so, these individuals will also need Taleo training and access

Review and approve job posting

Review and disposition applicants

Provide your Recruiter with the [Diversity Report](#) to ensure diversity of requested interview pool represents the diversity of the candidate pool

Schedule and conduct at least three in-person interviews (see the Interview Preparation and Questions section for details)

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The University provides equal opportunity with respect to all employment practices, including recruiting, interviewing, selection, and employment, and administers such practices without regard to race, color, sex, sexual orientation, gender identity, gender expression, disability, age, veteran status, national origin, or religion.

In order to ensure a fair and equitable search process, committee members should maintain accurate

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