

## SPECIAL MONITORING PROCEDURES - CHECKLIST FOR HIRING SUPERVISORS

Pursuant to the University's Employment Procedures for Administrative/Professional Staff Vacancies, this document is intended to provide assistance to hiring supervisors responsible for recruitment and selection during the implementation of the University's Special Monitoring Procedures.

- Review and update job description for vacant position.
- Open the search by **completing and submitting to the Affirmative Action Office (AAO) the Position Announcement Authorization for Special Monitoring Procedures Form** and complete and submit both electronic and signed paper copies of the Form HR10 (Position Description) and the Form HR2 (Post a Position) to Compensation in Human Resource Services (HRS) and AAO.
- Finalize the position details. Upon approval from **AAO**, HRS Compensation, and HRS Employment, position will be posted on the Purdue University Employment Web site by the employment consultant within 24 hours of approval and review with hiring supervisor. The position must remain posted for a minimum of five (5) business days.
- Contact AAO to review equal access/equal opportunity/affirmative action procedures in hiring.**
- Work with the employment consultant to develop and implement a recruitment plan, identifying recruitment resources that aid in assuring a diverse pool of applicants. A national search is required for all Executive, Administrative, or Managerial positions.
- Obtain approval from employment consultant of all external advertisements prior to publication.
- Forward any resumes received directly to the employment consultant. Full consideration can be given once the employment consultant reviews the resume and determines that the applicant meets the minimum requirements of the position.
- Receive resumes of all minimally qualified applicants after the position has been posted on the Purdue University Employment Web site a minimum of five (5) business days.
- Evaluate credentials of all minimally qualified applicants based upon established written job-related criteria.
- Select top qualified applicants to be screened by the employment consultant and contact the employment consultant to discuss those applicants.
- Develop a set of specific questions to be consistently used when interviewing all potential candidates for the position. Sample interview questions may be found in Chapter 6 of the *Staff Recruitment and Selection Procedures Manual*.
- Prior to screening applicants for interviews, complete Sections A, B, and C of the Candidate Information Selection Form (formerly known as Form AAF9) and submit to AAO, along with a list of interview questions and candidate evaluation criteria, for review and approval.**
- Receive AAO approval.**
- After employment consultant completes applicant screenings, invite candidates for interview. Conduct interviews using job-related criteria previously set, and document candidate responses.
- Request that each candidate complete a Reference Check Release Form at the time of the interview. This form may be found in Appendix A of the *Staff Recruitment and Selection Procedures Manual*.
- Check references after obtaining permission from the candidates and document responses. Sample reference check questions may be found in Appendix A of the *Staff Recruitment and Selection Procedures Manual*.
- Select the top candidate to be hired based on established job-related criteria.
- Contact your business office to verify funding is available for the offer you wish to make.
- Complete Section D of the Candidate Information Selection Form and submit to AAO for approval.**
- Receive approved Candidate Information Selection Form and extend offer to candidate.**
- Confirm the offer and/or acceptance in writing with a letter. Sample employment letters may be found in Appendix B of the *Staff Recruitment and Selection Procedures Manual*.
- Notify the employment consultant **and AAO** when an offer has been verbally accepted or declined.
- After receiving confirmation that the successful candidate has accepted your offer, notify unsuccessful interviewees that they were not selected for the position. Sample denial letters may be found in Appendix B of the *Staff Recruitment and Selection Procedures Manual*.
- Close the search by signing and returning the Hiring Completion Form to Employment along with all other hiring documentation used throughout the interview process, e.g. interview scripts, notes, reference check information. Records will be maintained in Freehafer Hall for a period of three (3) years.