



Office of Human Resources

## STAFF HIRING MANAGER CHECKLIST

*Hiring Managers* are the individuals responsible for making final hiring decisions (pending approval from Senior Leadership, Human Resources, and the Budget office). The Hiring Manager selects a search chair and committee to oversee the search process. Hiring Managers are responsible for overseeing the entire search process. (see [Staff Guide](#) for detailed overview of search process)

Below are the specific action steps Hiring Managers take to fill a position at RIC:

- Format job description and submit to HR for approval along with completed Job Questionnaire form
- Together with the Search Chair create a timeline (starting with the desired start date and working backwards) and then create a search plan to oversee the committee
- Together with Search Chair determine how finalists will be evaluated (for example: finalists may interview with other key stakeholders or be asked to complete a relevant exercise such as a presentation or small project)
- After receiving second round interview candidates along with their **unranked** strengths and weaknesses, set up and perform last round interviews and determine who will be offered the position
- Inform search chair of candidate recommended for hire so that that may move the candidate in the workflow and create the hiring proposal. Hiring Manger will receive a notification when it is ready for review.
- Review Hiring Proposal in PeopleAdmin and enter proposed starting salary and make sure start date is accurate then move in the workflow for approval (Dean/AVP and or Budget, if hiring manager is Dean/AVP please move to Budget)
- Upon return of approved Hiring Proposal notification stating ready for verbal offer, Hiring Manager can proceed to make verbal offer, communicating that the offer is contingent on a successful background check, receipt of official college transcripts, and completion of harassment training
- If verbal offer is accepted
  - move Hiring Proposal in workflow to Affirmative Action for review and approval
  - once monitoring report is reviewed by Affirmative Action, offer letter is ready to be sent
- Begin creating an Onboarding Plan for the new hire