**Hiring Manager’s Pre-hire Checklist**

***The following document is meant to provide a brief overview of the responsibilities of the hiring manager in the hiring process. Please see the appropriate How to Fill a Vacant Position document for detailed instructions.***

* Obtain approval to recruit and fill position from the Administrative Superior/Division Officer.
* Work with the Classification & Equal Opportunity Officer to produce a new position description or update an existing position description.
* Create and route the position posting in the applicant tracking system for approvals.
* Notify Human Resources of recommended employees to serve as search committee members following the guidelines for search committee formation.
* Discuss with the search committee experience and qualifications requirements for the successful candidate, timeline, and the number finalists expected for interview.
* Address any budget constraints with the search committee in bringing candidates to campus for interview.
* Once the search committee has conducted interviews and moved the qualified finalists to the Hiring Manager for interview, review the guidelines for bringing a candidate for campus for interview.
* Have the finalists complete the Release for Background Check Form while on campus for interview.
* Check the reference of the final candidate(s) for hire.
* Identify the candidate for hire and start the hiring proposal.
* A Hiring Manager may inform the candidate that they are recommending a candidate for hire, but may not extend the formal offer. Only Human Resources may extend the offer after all approvals are obtained on the hiring proposal.
* Include any additional items offered to the candidate in the hiring proposal (temporary housing, increased moving allowance, cell phone allowance, auto allowance/courtesy vehicle etc.)
* Review and follow the steps on the Hiring Manager’s Onboarding Checklist.

Please contact the Office of Human Resources at ext. 1508 if you have any additional questions.