

Recruitment Process: Hiring Manager Reference

I. Job Evaluation	
<i>Hiring Manager</i>	<input type="checkbox"/> Step 1: Identify need <input type="checkbox"/> Step 2: Start conversation with unit leadership and HR Partner regarding position approval <input type="checkbox"/> Step 3: HR Partner will contact Human Resources Coordinator
<i>Human Resources Coordinator</i>	<input type="checkbox"/> Step 4: Provide Hiring Manager process overview, including expectations and roles <input type="checkbox"/> Step 5: Gather information needed to create/edit position <input type="checkbox"/> Step 6: Obtain college/departmental approvals <input type="checkbox"/> Step 7: Create or edit position in Workday <input type="checkbox"/> Step 8: Notify Hiring Manager and Staff Recruiter Specialist when position is created and ready to be filled
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 9: Work with Hiring Manager to: <ul style="list-style-type: none"> • Develop a personalized recruitment strategy/plan • Identify specific qualifications and competencies for the role • Review timeline • Gather other information pertinent to the recruitment process <input type="checkbox"/> Step 10: Contact ISSO if sponsorship is available
II. Posting & Sourcing	
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 1: Create job requisition in Workday and route to Business Unit Manager for approval in Workday <input type="checkbox"/> Step 2: Send draft posting to Hiring Manager for review <input type="checkbox"/> Step 3: Post to applicable sites as outlined in recruitment plan <input type="checkbox"/> Step 4: Source candidates
III. Candidate Selection	
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 1: Review candidate pool <input type="checkbox"/> Step 2: Create candidate matrix and send to Hiring Manager with candidate recommendations
<i>Hiring Manager</i>	<input type="checkbox"/> Step 3: Complete, edit or accept final candidate matrix and send back to Staff Recruiting Specialist; review/discuss with Staff Recruiting Specialist as needed
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 4: Attach approved and completed matrix to job requisition in Workday <input type="checkbox"/> Step 5: Phone screen top candidates <input type="checkbox"/> Step 6: Review phone screen notes with hiring manager along with candidate salary expectations. Verify that Veterans' Preference and P&S referral applicants meeting minimum qualifications are interviewed <input type="checkbox"/> Step 7: Dispositions candidates not meeting minimal qualifications or not being considered further

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IV. Interview	
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 1: Work with Department Admin to schedule on site interviews <input type="checkbox"/> Step 2: Work with Talent Acquisition to verify the rationale of any Veterans' Preference or P&S referral applicants who aren't proceeding to interview <input type="checkbox"/> Step 3: Provide hiring manager (or department admin to attach to calendar) candidate resumes and walk Hiring Manager through the interview process (<i>interview guides with interview questions are available if needed</i>)
<i>Hiring Manager</i>	<input type="checkbox"/> Step 4: Prepare for interviews by prepping interview team and composing interview questions <input type="checkbox"/> Step 5: Complete all candidate interviews <input type="checkbox"/> Step 6: Consult with Staff Recruiting Specialist about final hiring decision
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 7: Work with Talent Acquisition to verify the rationale of any Veterans' Preference or P&S referral applicants who aren't proceeding to offer
V. Offer	
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 1: Complete Reference checks and provide reference check information to Hiring Manager. If candidate is internal, contact current Human Resources Partner
<i>Hiring Manager</i>	<input type="checkbox"/> Step 2: Review reference checks and decide if any additional references are needed <input type="checkbox"/> Step 3: Work with Staff Recruiting Specialist to determine salary and proposed start date <input type="checkbox"/> Step 4: Communicate with Business Unit Manager regarding final salary offer for any final approval (if needed)
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 5: Attach reference checks in Workday <input type="checkbox"/> Step 6: Create and route contingent offer in Workday
<i>Hiring Manager</i>	<input type="checkbox"/> Step 7: Approve offer in Workday <input type="checkbox"/> Step 8: Extend verbal offer to candidate contingent upon the background check <input type="checkbox"/> Step 9: Notify Staff Recruiting Specialist of candidate's decision
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 10: Generate offer letter and communicate to HRC offer has been generated
<i>Hiring Manager</i>	<input type="checkbox"/> Step 11: Approve offer letter verbiage in Workday <input type="checkbox"/> Step 12: Workday will automatically route to the appointment authority for approval <input type="checkbox"/> Step 13: Sign the offer letter which then routes to candidate to sign
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 14: Start background check process when offer letter signed <input type="checkbox"/> Step 15: Notify manager and re-route offer if background check isn't complete prior to start date <input type="checkbox"/> Step 16: Discuss any negligent results with Hiring Manager

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VI. Pre- Employment	
<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 1: Move candidate to ready to hire status <input type="checkbox"/> Step 2: Communicate with HR Coordinator, candidate and Hiring Manager on next steps
<i>External Hire</i>	<input type="checkbox"/> Step 3: Receive email notification to enter SSN in Workday <input type="checkbox"/> Step 4: Enter SSN in Workday (or contacts ISSO if no SSN) <input type="checkbox"/> Step 5: Receive welcome letter via email from Workday <input type="checkbox"/> Step 6: Receive email with UID from Workday <input type="checkbox"/> Step 7: Create Net-ID using instructions from email to being onboarding
<i>Human Resources Coordinator</i>	<input type="checkbox"/> Step 8: Receive inbox item to complete hire or process change job <input type="checkbox"/> Step 9: Verify job details and confirms hire/change job
<i>Hiring Manager</i>	<input type="checkbox"/> Step 10: Receive information regarding candidate onboarding from Workday (External hires only) <input type="checkbox"/> Step 11: Optional: Create a welcome message to be sent to new employee as part of the onboarding process
VII. Post Hire/Onboarding	
<i>Hiring Manager</i>	Plans onboarding process:
<i>Internal/External</i>	Checks in with employee before start date to discuss: <ul style="list-style-type: none"> • Ask if they need any assistance with any onboarding tasks • Verify start date and time • Where to go on the first day (provide directions or parking instructions) • What to expect the first day/agenda (include what to expect for lunch...will you provide lunch the first day, is a break room available, etc.) • Answer any questions • Agenda for the first couple of weeks • Have all necessary equipment ready for first day (computer, phone, desk, keys, etc.) • Provide important training dates and assist with registration
<i>External Only</i>	<ul style="list-style-type: none"> • Notifies candidate of the documents required to complete I-9 within the first three days of employment (https://www.hr.iastate.edu/sites/default/files/hr-managed-file/classification-compensation/faculty-professional-scientific-and-supervisory-merit/514/i-9/payroll-sign-packet-2017-09-21-1208.pdf)
VIII. Debrief Unsuccessful Candidates	
<i>Hiring Manager</i>	<input type="checkbox"/> Step 1: Optional: Contact candidates interviewed to communicate the final decision as soon as offer letter is signed and background check is completed (especially important for internal candidates) <input type="checkbox"/> Step 2: Staff Recruiting Specialist will disposition remaining candidates

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<i>Staff Recruiting Specialist</i>	<input type="checkbox"/> Step 3: Notify Human Resources Coordinator to do manual hire if needed <input type="checkbox"/> Step 4: Send disposition emails to candidates <input type="checkbox"/> Step 5: Close job requisition if manually hired
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