

Employee Services & Talent Management

New Hire Instructions & Checklist for Selection Committee

Open Job Title

Posting #

The Hiring Supervisor:

Getting Started

- ☐ I. The hiring supervisor asks the department head or director, to get approval to proceed with a new hire, from the AVP for Facility Services, and in some cases, the VP of Finance and Administration.
- ☐ a. Once approval to proceed with a hire is obtained via written confirmation/email, an email request is sent to FS Employee Services & Talent Management (FS ESTM) to complete the proper *new hire requisition form* for the position, with the approval email attached for verification.
- ☐ b. The hiring supervisor builds the job description, and a matrix from the job description. FS ESTM must approve all job descriptions and matrices.
- ☐ c. The hiring supervisor makes a list of at least three selection committee members, with a designated chair of the committee and submits it to FS ESTM (*additional or members may be added to the interview portion of the hiring process*).
- ☐ d. ***When the job description, matrix and selection committee information are turned into FS ESTM via email, the new hire requisition form can be submitted for processing. ESTM handles this.***
- ☐ i. The *new hire requisition form* is signed by the hiring supervisor, department head and the AVP, and is then sent to the University Budget Office (UBO) and then to NAU Human Resources (HR)

Job Description

- ☐ II. The hiring supervisor must complete both a Position Description Questionnaire (PDQ) and build a complete Position or Job Description.
- ☐ a. The job description must contain the mandatory minimum qualifications required by ABOR, and should use the generic job description posted on the website at nau.edu/hr for guidance and ideas. The completed job description must meet standards for description, type of work with a breakdown by percentage of time, and level of detail and quality that meets or exceeds minimum Facility Service standards for job descriptions.
- ☐ b. The University does NOT update and maintain specialized job descriptions, nor keep current employee job descriptions on file. Individual job descriptions are maintained and updated at the departmental level. Please see our help sheet: [How to Update or Write Job Descriptions](#)

The Selection Committee:

Committee Chair

- ☐ I. The committee chair should meet with FS ESTM and the hiring supervisor to establish the needs of the department. The hiring supervisor should set expectations regarding the number of candidates desired for interviewing.
- ☐ a. Committee chair should send out an email to the rest of the committee and the FS ESTM representative who will be on the committee, with a basic outline of dates, expectations for the hire and basic rules of confidentiality regarding the hiring process. It is recommended that the chair reserve conference rooms on the dates of interview and for any meetings with the selection committee

Reviewing Applications

- ☐ II. Review of minimum qualifications
- ☐ a. FS ESTM will email a PDF file of the applications and resumes, and Excel spreadsheet with a list of the applicant's names and a copy of the posted job description to the committee chair for review of minimum qualifications (min quals). Only those applicants who meet min quals will be evaluated by the rest of the selection committee.
- ☐ b. The committee chair will email the spreadsheet back to FS ESTM with YES and NO labels next to

each applicant's name. A second person, to be determined, will review only those names which come back with a NO response to meeting min quals for verification.

- ☐ III. Matrix review of applications and resumes
 - ☐ c. The selection committee must meet and review the matrix, to ensure that all members understand the matrix and will be using the same criteria for scoring.
 - ☐ d. Using the matrix devised by the hiring supervisor, the committee will evaluate the submitted applications and resumes of those candidates deemed to meet min quals.
- ☐ II. FS ESTM will email a new applicant PDF file showing only those applicants who meet min quals, to the selection committee, with the approved matrix and job description.
 - ☐ a. Committee members will email the matrix back to FS ESTM.
 - ☐ b. FS ESTM will compile the matrix data, and send it out to ALL committee members, asking for feedback and or clarification if needed.
- ☐ III. Selection committee may meet in person or hold the final selection discussion via email. The committee will collectively agree to the names that should be submitted to the hiring supervisor for consideration and interview.
 - ☐ a. A preliminary interview may be held if needed to further filter the applicants to a manageable list.
 - i. If a preliminary interview is held, the committee is advised to make it a very short interview, with a maximum time limit of 30 minutes per candidate. This will allow easier scheduling of the interviews for all involved.*
- ☐ IV. The committee will bring the hiring supervisor into the conversation and present with the names, applications and resumes of the selected candidates.
 - a. Any candidate on this short list must be able to do the job. The final selection will ultimately be made by the hiring supervisor, using this recommended list of candidates.**
 - i. The hiring supervisor will not be granted access to any information of non-selected applicants. The hiring supervisor will NOT know the names of any applicants prior to this meeting, or see any other applications or resumes from the applicant pool.***

The Interview Process

- ☐ I. Interview questions should be compiled by the hiring supervisor with the guidance of the selection committee. Interview questions at this stage should be almost entirely behavioral in nature, and used to understand how the candidate would fit with the department needs and goals. All questions must be approved by FS ESTM.
 - ☐ a. If needed, a technical, written portion may be added to the interview process.
 - ☐ b. Computer skills may also be tested via NAU ITS if desired.
- ☐ II. The committee will evaluate the candidate responses using scored interview question forms. The committee is advised to keep all commentary written on the interview forms respectful in nature as they are part of the permanent record of the hiring process and will be turned into NAU HR for review
- ☐ III. Following interviews, the committee will meet to share their perceptions of the candidate's qualifications and fit for the department.
- ☐ IV. The hiring supervisor will make the candidate selection.
 - ☐ a. A minimum of three reference checks will be made by the hiring supervisor before an offer of employment is made.

Completing the Hire:

Hiring Supervisor

- ☐ I. The Hiring Supervisor consults with FS ESTM regarding salary for the offer, prior to discussing the offer with the selected candidate. Often the salary amount will need to be approved by NAU HR.
- ☐ a. The hiring supervisor makes a verbal offer of employment, contingent on the outcome of background results if needed, and obtains a start date.

Committee Chair

- ☐ II. The committee chair and FS ESTM representative work together to complete the required HIRE SMART checklist to be submitted with all documents from the hire to NAU HR.

- ☐ a. Writes the hiring memo explaining the processes followed and rationale for the final candidate selected. Emails this to FS ESTM
- ☐ i. Per the advice of NAU HR: An offer letter will not be given until the HIRE SMART checklist is at least 90% completed.

FS ESTM

- ☐ III. Writes the official offer letter, with salary amount, title and start date, collecting signatures from the hiring supervisor and selected candidate.
- ☐ IV. Obtains signatures from the hiring supervisor final documents for the Hire Smart checklist packet, sends the entire Hire Smart Checklist packet to NAU HR

LINKS

<http://www.nau.edu/Facility-Services/Administrative/ESTM>

[Hiring instructions related to onboarding](#)

[How to Update or Write Job Descriptions](#)

Open Job Title: _____ **Posting #:** _____

Hiring Supervisor: _____ **Committee Chair:** _____

Committee Members:

Matrix: _____

Interview: _____

Name of Successful Candidate: _____ **Start Date:** _____

Notes: