

## Hiring Manager Checklist: Staff – Below Director level

- Position has been posted and professional advertising requested
- Hiring Manager has reviewed Hiring Manager responsibilities, and received guidance from EO Office
- Hiring manager has completed orientation
- Interview questions have been submitted to AA/EO Office for review and approval
  - Duration of interviews has been specified; each phase of the interview process submitted to and approved by the AA/EO Office
  - Interview questions have been approved
- Hiring manager has reviewed all applicants and submitted a list of recommended candidates to the AA/EO Office, all of whom meet the minimum requirement as posted on job description.
  - Review and approval takes place and additional candidates who belong to protected groups may be recommended for addition to interviews, if applicable.
- Hiring Manager has contacted approved candidates and scheduled virtual interviews
  - It is recommended that interviews are not scheduled within 3 days of the of first contact made with each candidate
  - Hiring Manager may request that AA/EO contact candidates to schedule interviews
- Hiring Manager has interviewed all approved candidates
- EEO requisition
  - Completed on Interview Exchange, as explained on EEO guidance email
  - Consensus summary (or hiring rationale) attached detailing strengths and weaknesses of each candidate interviewed
  - Phone Reference check completed and relevant reference notes attached
- For record keeping purposes, the Hiring Manager has submitted the following to the EO Office:
  - Interview, deliberation and other relevant notes to the process
  - All email correspondence between Hiring Manager and candidates
  - All records can be submitted by email, in person, interoffice mail, or fax. It is preferred that they are scanned in a single document and submitted via email to [wsu\\_searches@worchester.edu](mailto:wsu_searches@worchester.edu)