Mendoza Hiring Process Map

10-12-2021

Preparing to Post

- Hiring Manager to create SPMF/PD for posting
- Hiring Manager sends PD, along with request to post and justification for hire to Director of Administration
- Director of Administration will work with the Dean to submit justification and gain Provost Office approval (for new FTE only)
- Director of Administration will send PD to Comp Team for review, level and approval to post
- Director of Administration will send PD back to Hiring Manager with memo completed from HR
- Hiring Manager to identify Hiring Committee in advance of intake meeting.

Posting Position & Search Committee

- Mendoza Engagement Specialist enters posting into ND Jobs
- **Director of Administration will review job posting and assign Diversity Catalyst in advance of intake meeting**
- Hiring Manager will schedule intake meeting with the Director of Administration, Diversity Catalyst, HR Recruiter and Mendoza Engagement Specialist to consider recruiting strategy.
- Director of Administration will approve posting and send to HR
- HR Recruiter will post position and send notice to Hiring Manager and Director of Administration
- Mendoza Engagement Specialist will share posting with the College
- Hiring manager to send an invitation to the Hiring Committee and then schedule a pre-interview meeting

Reviewing Candidates

- Hiring Manager and key stakeholders (depending on recruiting strategy) will do first review of all applicants and identify candidates to move to phone Interview
- Hiring Manager to inform HR Recruiter of phone interview list prior to scheduling phone interviews
- HR Recruiter to confirm Hiring Manager has met market availability in phone interview pool
- **Once approval received,** Hiring Manager and other members of the Hiring Committee (as applicable) to conduct phone interviews
- Hiring Manager to release candidates that do not meet minimum requirements (those who will NOT receive a phone interview)

Phone Interviews

- Identify candidates who move to in person interviews (Recommend no more than 3 people, prefer 1-2)
- Hiring Manager to personally notify and release candidates who are not moving forward.

In Person Interviews

- Inform HR Recruiter to offer ERG meetings to candidates
- Conduct In-person interviews with Hiring Committee and Diversity Catalyst
- Hiring Committee members to fill out evaluation for in-person interviews.

Candidate Selection & Offer

- Reconvene Hiring Committee to discuss feedback and determine final candidate
- Present final candidate to Senior Leader and Director of Administration for approval
- Conduct reference checks. For internal candidates, review past performance reviews with HR recruiter.
- Work with Director of Administration on offer details (salary, relocation, etc.)
- Hiring manager to send signed copy of offer letter to Director of Administration
- Make offer to candidate, once accepted, click "offer made," triggering communication to the candidate
- Hiring Manager to personally notify all phone interview and in-person interview candidates that have not been selected - a reason must be noted in People Admin
- HR initiates background check & drug test
- HR to send "Clear to Hire" email for external candidates

Hire and Onboarding

- Mendoza Engagement Specialist to forward "Clear to Hire" email from HR to Hiring Manager and Director of Administration
- Hiring Manager to communicate new hire to Selection Committee & Team
- Hiring Manager to review Manager's Onboarding Checklist
- Director of Administration will initiate hiring process in PA, inform IT, Faculty Support and Facilities to prepare for onboarding
- *Hiring Manager to send an email to announce and introduce the hire to College (after pre-employment has cleared if external candidate)*

LEGEND

- Hiring Manager
- Director of Administration
- HR / Recruiter
- Hiring Committee
- Mendoza Engagement Specialist
- Items in RED must be complete before moving to the next step