

The Evergreen State College

Exempt Hiring Process Checklist

Defining the Exempt Position and Recruitment Strategy

Minimum time required to complete, estimated from day HRS receives draft Language: 6 working days. Time estimates are minimums. Actual time require may vary based on complexity of position, and whether description has been updated recently.

- 1. Appointing Authority revises or writes position description. Submits with Personnel Request Form to HRS Office. (1 day if description is current)
- 2. HRS Representative reviews position description. (1 to 5 working days. Additional time will be required if revision is necessary.)
 - HRS establishes applicant tracking file.
- 3. Appointing Authority meets with divisional budget coordinator to determine salary range. (1 working day)
- 4. Appointing Authority and HRS Rep. discuss and decide on where to advertise/post the position.
- 5. Appointing Authority selects position description components and application procedure for job announcement, and prepares application evaluation sheet. (Preparation of application evaluation sheet is typically delegated to the committee.)
 - E-mails products to HRS Rep. for review. (2 to 5 working days for review and consultation.)
- 6. HRS prepares official job announcement. (1 working day) HRS places advertising (the following Tuesday) and Appointing Authority participates in effort to get the word out.

Committee Preparation

Work on these tasks should begin as soon as the position is advertised and completed before the review or closing date. Average duration of recruitment: 20 working days time estimates reflect maximum time required to complete.

- 1. Appointing Authority:
 - Selects interview committee and a support staff person, and identifies the committee chair.
 - Communicates expectations to support staff person.
 - E-mails committee members list, including chair and support staff names to HRS Rep. for review. (3 days for review)
- 2. At first committee meeting:
 - Appointing Authority outlines his/her expectations and discusses what s/he is looking for in a successful candidate.
 - HRS Rep. briefs committee on hiring process and committee's role.
 - Committee develops application evaluation sheet (unless already developed by appointing authority), interview questions and rating keys.

Applicant Screening

Minimum time estimate is based on a pool of 10 applicants: 7 working days

- 1. On posted application review date, HRS Rep. reviews applicant pool for diversity and possible additional recruitment. If necessary, Appointing Authority and HRS Rep. consult about possible additional recruitment. If appropriate, additional recruitment is begun. (1 day)
- 2. Committee or Appointing Authority screens applications for minimums.
 - E-mails complete applicant list (indicating who does and does not meet minimum qualifications) and comment on size/caliber of pool, to HRS Rep. for statistical tracking and review for non-discrimination and diversity. If necessary, Appointing Authority and HRS Rep. discusses possible additional recruitment. (4 days: 2-day delay for postmarked applications to come in, 1 day to complete screening and 1 day for review.)
- 3. Committee:
 - Evaluates applications for initial cut (candidates to interview) and finalizes decision about interview processes and documentation to be used, and schedule. (3 days)
 - E-mails interview dates and updated applicant list (indicating who does and who does not meet the minimum qualifications and who has been selected for interviews) to HRS Rep. for statistical tracking and non-discrimination review. Interview scheduling can commence during review. (2 days)
 - As soon as finalists are selected, contact HRS Rep. to request that the recruitment bulletin be officially closed.

Interviewing and Selection

Minimum time required: 11 working days

- 1. Committee schedules and conducts interviews, discusses and documents the strengths and weaknesses of interviewees. (5 days)
 - E-mails summary to HRS Rep. for non-discrimination review prior to communicating results to candidates or appointing authority. (2 days for review and consultation)
- 2. If necessary to reduce pool to final recommendation size, committee develops additional interview questions and rating keys and repeats step 1. (7 days to schedule and conduct interviews)
- 3. Committee provides Appointing Authority with final written summary of the strengths and weaknesses of each candidate being recommended for his/her consideration. (1 day)
- 4. Appointing Authority, designee or committee does reference and credentials checks. This task can be done prior to final strengths and weaknesses summary. (3 days)

The Hire

Minimum time required: 1 working day

- 1. Prior to offering the job, Appointing Authority:
 - Consults with HRS Rep. regarding the appointment decision for equal opportunity. (Concurrent with reference and/or background checks)
 - Contacts appropriate vice-president or designee to discuss salary to be offered.
- 2. Appointing Authority:
 - Offers job to successful candidate.
 - Contacts unsuccessful applicants AFTER offer is accepted.
 - Completes Personnel Request Form (indicating results of referral, new employee start date and salary) and PAF and submits to HRS Office.
- 3. HRS records the hire in applicant tracking record.