



# UNIVERSITY OF NORTH ALABAMA

## ONLINE EMPLOYMENT SYSTEM INFORMATION: HIRING MANAGER CHECKLIST

- Request job description (staff) from [employment@una.edu](mailto:employment@una.edu).
- Create, update, and/or modify job description (staff) or position summary (faculty).
- Hiring manager contacts Human Resources ([employment@una.edu](mailto:employment@una.edu)) and requests that a posting be created, including the following information:
  - Required documents (resume/CV, cover letter, transcripts, etc.).
  - Search committee members/email addresses and chair.
  - Posting period (range of seven days to “open until filled”).
  - Advertising sources requested.
- Invite Director, ODIE and Assistant VP for Human Resources to first search committee meeting.
- Have all committee members sign [Confidentiality Agreement for Recruiting](#) and return to [Human Resources](#).
- Screen applicants for minimal qualifications. Disqualify any applicants who do not meet minimum qualifications.
- Evaluate candidates using application review rubric.
- Select candidates for initial interviews (telephone/Skype OPTIONAL) by emailing completed rubric and list of candidates to be interviewed to [odie@una.edu](mailto:odie@una.edu) and [employment@una.edu](mailto:employment@una.edu). Await “Approved for Interview” email from [employment@una.edu](mailto:employment@una.edu) before scheduling interviews.
- Evaluate candidates on telephone/Skype interviews, if applicable, and invite top candidates to campus for on-site interviews. If interviews involve significant travel for candidate(s), seek approval from appropriate VP for travel expenses.
- Select final candidate (preferably via an interview rubric) and send completed [Search Summary Form](#) to [odie@una.edu](mailto:odie@una.edu) and [employment@una.edu](mailto:employment@una.edu) to begin the hiring proposal and employment letter process.
  - For staff, include recommended salary and desired start date for candidate.
  - For faculty, prepare a Personnel Action Form and Faculty Credentials Certification Form and forward to the VPAA’s Office. Once all information is received and documentation verified, an employment letter will be generated.