

Filling an Open Position

Interviewing

- Select most suitable candidate for the vacant position
- Prepare for the interview
- Questions should be job related
- Ask opened-ended questions: "Tell me about a time that you had to lead your team in a new direction."
- Do not ask closed-ended questions, "Do you consider yourself a leader?"
- Ask follow-up questions to candidate's responses. "Tell me more."

Do's

- Do shut off your cell phone
- Do take notes
- Do ask the same questions of all candidates
- Do be objective
- Do stick to your schedule
- Do allow time for them to ask you questions
- Do provide the candidate with an honest assessment of the position

Don'ts

- Don't jump the gun – interview all qualified candidates to find the most qualified
- Don't offer additional compensation during the interview
- Don't tip your hand
- Don't lead the candidate with your questions
- Don't oversell the position

Formal Offer

- Hiring manager makes a verbal offer within the amount specified on the approved posting.
- Never offer a candidate a position promising additional compensation!
 - If candidate requests more, manager should say: "I would need to get approval and will get back to you as soon as I can. Before I do though, I would like to discuss our total compensation package."
- Hiring manager notifies HR and indicates the name of candidate, salary and start date in the system.
- HR will generate the formal offer letter
- Annmarie M. Allen, Associate VP for Human Resources & Chief Human Resources Officer, signs all offer letters.
- HR sends new hire information to the employee.