

## Hiring Checklist for Salaried (Professional) Positions

Your primary contact for all search matters is [Linda Boody](#); (780-5385; fax 780-5136). All inquiries and actions from beginning to end of the search are to go through Linda (Employment Services Office/ESO) as the manager of the search process. If necessary, she will obtain/convey information to and from other offices as it relates to the search in progress.

Positions must be approved through the [Hiring Exemption Process](#) (excluding "Soft Money").

- \_\_\_\_\_ 1. For new positions: complete a [Job Description](#) (JD) and [Position Description Questionnaire](#) (PDQ) and submit to department director or other appropriate administrator. Email the job description to [Kristina O'Brien](#) and send the PDQ via campus mail to Kristina at 128 School Street, Gorham Campus. The PDQ must be rated before you can proceed with the search process. Review the [Salary Approvals for New Hires](#) section so you'll be prepared if you need to offer a salary above the 1<sup>st</sup> quartile.
- \_\_\_\_\_ 2. For replacement positions:
  - i. If changes are being made to the job description, please update the [current job description](#). If changes to the job description are minor, a new PDQ is not necessary. If a new PDQ is necessary, you must submit a new hard copy with signatures.
- \_\_\_\_\_ 3. Upon receiving ESO notice of rated salary band, submit [Position Authorization Form](#) (PAF). (This is for "soft-money" only positions as the PAF is completed as part of the Hiring Exemption Process for all other positions.)
- \_\_\_\_\_ 4. Review [Outreach and Recruiting](#) guidelines. In addition to these general guidelines, Nolan Thompson from the Office of Equity and Campus Diversity will email you specific recruiting/advertising ideas to help achieve a diverse pool.
- \_\_\_\_\_ 5. Once the PAF is received by ESO, we will write the ad based on the "statement of the job" and "qualifications".
- \_\_\_\_\_ 6. ESO places all paid advertising. Please email the advertising information to [Michelle Nadeau](#). In an effort to save time and money, most advertising will be online only.
- \_\_\_\_\_ 7. If not already done, select the search chair and search committee. Set up an organization meeting. Nolan Thompson may contact you to attend that meeting to discuss OCDE matters as they relate to the search. Discuss [Candidate Rating Process](#) and develop the [Individual Rating Sheet](#) and [Comparative Rating Sheet](#).
- \_\_\_\_\_ 8. Create a [Summary of Applications](#), which is a crucial running record of the search. Contact Linda if you need help. Plan to attach a one to two-page narrative summary to the Summary of Applications at the end of the search which explains the following: a. advertising/recruiting efforts (and how you attempted to create a diverse pool of applicants), b. composition of search committee, c. how applicant screening was handled, d. how you proceeded to narrow the pool to arrive at the finalist group, and e. what were the major considerations in your selection of the winning candidate. This will be submitted to ESO at the time of resume review completed through part d.
- \_\_\_\_\_ 9. As applications arrive, date stamp them, create a labeled file folder for each applicant (if appropriate), check materials for completeness, and send one of the following acknowledgement letters which you may reword as necessary (**as part of this initial screening, you may want to review for those not meeting the minimum criteria and send them the rejection letter right away**):
  - i. [All materials received](#) (remember to enclose the [Voluntary Affirmative Action Survey](#))

- ii. Received after deadline (in cases where language in ad establishes a fixed deadline)
- iii. Application incomplete, please resubmit (if you are willing to allow)
- iv. Application after review date –may consider at later date
- v. Application after review date – will not consider
- vi. Rejected – does not meet minimum qualifications as stated in advertisement/posting.

- \_\_\_\_\_ 10. Complete an Individual Rating Sheet (developed at step 7) on each candidate and make entries on the Summary of Applications (and its attached Comparative Rating Sheet) reflecting the collective judgment of the committee.
- \_\_\_\_\_ 11. Decide how many will be given a telephone interview (if the salary has not been listed, this is a good way to verify the applicant will still be interested given the “salary range”).
- \_\_\_\_\_ 12. After the telephone interview, discuss and reflect results on the Summary of Applications. Decide on finalists to invite to interview.
- \_\_\_\_\_ 13. Mail or fax (x5136) the Summary of Applications, Comparative Applicant rating sheet together with copy of resume and cover letter for each finalist to Linda for verification they all meet the required qualifications established in the ad. (Note: she will also confirm with Campus Diversity that they are OK with proceeding to interview). **Do not** interview until the ESO has given you the approval to do so.
- \_\_\_\_\_ 14. Set up interviews, and you may find the Selection for Interview Letter helpful for that purpose. Alert interviewees to complete the mandatory Application for USM Employment. You may have them mail it to you or bring it to the interview.
- \_\_\_\_\_ 15. Read Conducting the Interviews and proceed to doing the interviews.
- \_\_\_\_\_ 16. Discuss and reflect results on the Summary of Applications. Decide upon leading candidate(s) and do Reference Checks. Reference checks may also be done earlier in the process to help narrow down your finalist pool.
- \_\_\_\_\_ 17. Submit final Summary of Applications with interview and reference scores. Also submit the final narrative completed through step e. ESO will give approval (email) to make the offer.
- \_\_\_\_\_ 18. Decide which candidate will be offered position. If not the candidate with the highest score on the final Summary of Applications, provide a convincing explanation as to the reasoning.
- \_\_\_\_\_ 19. Discuss results and Recommend Candidate for hire.
- \_\_\_\_\_ 20. Submit appropriate paperwork to Linda for salary approval per the Salary Approvals for New Hires section.
- \_\_\_\_\_ 21. Receive salary approval. Make the offer and obtain acceptance. Should candidate attempt to negotiate a higher salary, see Guidance.
- \_\_\_\_\_ 22. Inform Linda of acceptance and complete final Administrative Actions and that’s it -- pat yourself on the back for a job well done!

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