ALLEGHENY COLLEGE

SEARCH PROCEDURES

Please call Nicole Ross to discuss salary prior to making an offer for staff and admin positions.

We also require that you ask the applicant their salary requirements/expectations during the prescreen which is completed by telephone call. Not email.

All completed forms must be uploaded into the search file.

Prescreening

- Hiring managers or one designated person on the search committee should contact acceptable candidates within 48-72 hours of their candidate folder being generated. Only prescreen those candidates that you feel could advance to the next step. Not all applicants who apply have to be prescreened. Place all completed prescreen forms into the search folder so that members of the search committee can see and review prior to the next steps. *Use the Pre-Screen form for this initial contact.*
- This is not a formal interview but rather objective information gathering that will be collected and given to the hiring committee and or manager, to use as a resource to prioritize and qualify the candidates. The information will also provide data to HR. This call will also be a time to communicate timelines to the candidate during this call.

Interview Question Guide

In the search folder are sample interview questions to use. You do not need to use all of the questions but select those that are most appropriate or make modifications for this position and use the same questions for all candidates to evaluate uniformly. Additionally, please refer to the list of inappropriate questions to ask of applicants during an interview.

Interview Summary Form

- This form is to be used to evaluate each applicant interviewed. Each person on the search team should complete the form for each candidate interviewed. **The completed forms should be returned to HR for each candidate interviewed.**

Reference Summary:

- You should contact at least three references, of which at least two are previous employers. The completed reference forms for the person hired are to uploaded into the candidates folder, and HR will include in the employee's personnel file.

Background Checks

- You should let the applicant know that our offer is contingent upon satisfactory completion of a background check and that HR will send authorization forms with the offer letter.

Recruitment Tracking Chart:

- This chart is to be completed for each person interviewed in the event a hire decision is ever challenged. You should notify each of the interviewed applicants that the position has been filled and note on the chart the date notified. Human Resources will send letters to all remaining applicants informing them that the position has been filled. T**he chart would be returned to HR via the Google Drive Folder at the end of the search.**

Making the Offer (staff and admin positions)

- Once a candidate is selected, discuss with the Director of Human Resources the contents of the offer <u>prior</u> to the verbal offer being made. *This will be a time to align expectations as it relates to the approval to post salary range, to construct the best offer for the candidate, and discuss any issues that could potentially occur with solution options discussed, prior to the conversation with the candidate.*
- Once the verbal offer is made and accepted, hiring manager/search committee will be responsible for notifying all interviewed candidates that the search has closed.
- HR, upon acceptance of the verbal offer, needs to be notified of the following:
    - Candidates complete contact information (best email address, mailing address, phone number)
    - Accepted annual salary or hourly wage
    - Any negotiated moving expenses
    - Anticipated start date
    - If ACT 153 Clearance is needed
    - Specific IT needs: computer, laptop, programs, etc. (if applicable at the time)
    - Specific office needs: office location, phone number, etc. (if applicable at the time)
- HR will send out the offer letter, benefits summary and all pre-employment documents, via email.