



## Position Control Process

- Position Control Process Completed (approve to post with pay range)
- Completed Position Control form given to HR Generalist
- Position formatted into a Job Ad by HR (utilization of new job ad format)
- HR to post position on Allegheny Website and other sites, per position
- HR to gather hiring committee names, for resume application access
- Resume folder created and access given to individuals authorized on the search committee
- Candidates which meet the criteria of the position, should be contacted for initial pre-screening within 48-72 hours of submittal. (Suggested that one person on the search committee is responsible for this and document conversation results for the search committee/hiring manager. Utilization of Pre-Screen form for each conversation)

**Selection criteria:** Clearly define what makes a candidate qualified for the position. Distinguish between mandatory requirements and “nice-to-have” skills.

### Job Posting and Advertising

**Diverse platforms:** HR to post the job on various platforms, from job boards to social media, in order to attract a diverse range of candidates.

### Screening and Interview process

**Standardized questions:** Develop a set of standardized interview questions to ensure consistency across all interviews. Utilize the tools in the position folder.

**Shortlisting:** Review applications methodically, ensuring that shortlisted candidates meet the defined selection criteria. Only proceed with candidates that meet the requirements of the position, including pay ranges. Candidates at this point should have completed a detailed Pre Screening call, and those forms to be uploaded into the candidate folder.

**Interview logistics:** Organize the interview process, from scheduling to selecting an appropriate venue or platform.

### **Post-interview procedures**

**Reference checks:** Always check references to validate a candidate's background and work ethic. Upload the results into the candidates folder.

**Salary negotiations:** Be prepared for salary negotiations, ensuring that offers align with industry standards and the candidate's experience. Prior to any offer being made, contact the Director of Human Resources to align the offer and look at all options for the candidate.

**Offering the position:** Verbal offers are to be made by the hiring manager, once a conversation with the Director of Human Resources has been completed. Once the verbal offer is accepted, contact the Director of Human Resources to complete the official offer letter and start the process for onboarding and background checks.