



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.

Standardized questions: Develop a set of standardized interview questions to ensure consistency across all interviews. Utilize the tools in the position folder. Prescreening needs to be completed within 48-72 hours of the resume being populated into the search folder. Only prescreen those candidates that you initially feel warrants a pre-screen call. Use the pre-screening form.

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.

Offering the position: Verbal offers are made by the Director of Human Resources. Once the verbal offer is accepted, the Director of Human Resources will complete the official process with the candidate and keep the hiring manager informed of specific information: start date, etc.

Post-interview procedures

Reference checks: Always check references to validate a candidate's background and work ethic. Upload the results into the candidate's folder. Once reference checks are completed, please contact the Director of Human Resources to discuss the candidate and specific information for the verbal offer process.

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