

Hire Approval - Staff

When you are ready to submit your search to OIE for a hire approval, please make sure:

- Every** applicant ranked “**Interview**” and offered an interview has a post-interview disposition entered in Recruiting Solutions, including those who declined. Applicants who withdrew are marked as such.
- All disposition comments correspond to qualifications in Recruiting Solutions and the job description/advertisement.
- Applicants interviewed in the first rounds via electronic means (i.e. phone, Skype etc...), indicate the type of interview and have a **2-3 sentence disposition** explaining the rationale for the applicant not being invited to campus for the next round.
- For applicants interviewed on campus and not selected for hire, the 2-3 sentence dispositions explain why the applicants will not be hired.
- For the selected candidate, the **4-5 sentence disposition** gives a clear and convincing explanation of why the applicant will be offered the position must be entered into Recruiting Solutions. This explanation should reference the minimum and/or preferred qualifications from the job description.
- All disposition comments:
 - Correspond to qualifications in Recruiting Solutions and the job description/advertisement.
 - Are specific, detailed, concrete, and objective and do not contain feelings, emotions or broad, general statements.
 - Do not include second-hand knowledge.
 - Do not include language referencing a protected class
- The final selected candidate is designated as such in Recruiting Solutions.

Amended Hire Approval – Staff

If the first choice candidate declines the offer, please make sure:

- The candidate is marked as “declined” in Recruiting Solutions.
- The new candidate to be offered is designated as such in Recruiting Solutions.
- The post-interview disposition of the new candidate is updated to explain why he/she is the best choice.
- The post-interview disposition of the declined candidate has “declined” added to the disposition.