Hire Approval - Faculty

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

☐ Every applicant ranked “Interview” and offered an interview has a 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…), indicated 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.

☐ Every candidate that is offered (or negotiated with) is documented as such.

☐ If a candidate declined an offer or negotiations were not successful, the disposition reflects the reasons why the candidate was selected with an indication that the offer/negotiation was declined/unsuccesful.

☐ The order in which candidates were offered is indicated in the disposition.

☐ The final selected candidate is designated as such in Recruiting Solutions.

☐ A copy of the draft offer letter has been uploaded into Recruiting Solutions.