



Office of Human Resources

FACULTY HIRING MANAGER CHECKLIST

Hiring Managers are the individuals responsible for making final hiring decisions (pending approval from Senior Leadership, Human Resources, and the Budget office). The Hiring Manager selects a search chair and committee to oversee the search process. Hiring Managers are responsible for overseeing the entire search process. (see [Faculty Guide](#) for detailed overview of search process)

Below are the specific action steps Hiring Managers take to fill a position at RIC:

- Format job description and submit to HR for approval along with completed Job Questionnaire form
- Together with the Search Chair create a timeline (starting with the desired start date and working backwards) and then create a search plan to oversee the committee
- Together with Search Chair determine how finalists will be evaluated (for example: finalists may interview with other key stakeholders or be asked to complete a relevant exercise such as a presentation or small project)
- After receiving second round interview candidates along with their **unranked** strengths and weaknesses, set up and perform last round interviews and determine who will be offered the position
- Inform search chair of candidate recommended for hire so that that may move the candidate in the workflow and begin the hiring proposal. Hiring Manger will receive a notification when it is ready for review.
- Review Hiring Proposal in PeopleAdmin, enter proposed starting salary and make sure start date is accurate then move in the workflow for approval (Dean/AVP and or Budget, if hiring manager is Dean/AVP please move to Budget)
- Upon return of approved Hiring Proposal notification stating ready for verbal offer, Hiring Manager can proceed to make verbal offer, communicating that the offer is contingent on a successful background check, receipt of official college transcripts, and completion of harassment training
- If verbal offer is accepted
 - move Hiring Proposal in workflow to Affirmative Action for review and approval
 - once monitoring report is reviewed by Affirmative Action, offer letter is ready to be sent
- Begin creating an Onboarding Plan for the new hire