eRECRUIT OVERVIEW

Select Applicants for Interview:

Step 1. Itemize job-relevant criteria (knowledge, skills, and abilities) necessary to satisfactorily perform the tasks required of the position.

Step 2. Review all applications in eRecruit in order to select those individuals you wish to interview. We suggest a minimum of three to five applicants should be interviewed, including any current University employees. You **may** choose to interview all qualified applicants.

Step 3. Consistently compare each applicant's knowledge, skills and abilities to the job-relevant criteria.

Disposition Applicants in eRecruit:

Step 1. Applicants selected for interview should have their Disposition Status Code changed to "Invite for Interview" in eRecruit.

Step 2. Applicants not selected for interview should have their Disposition Status Code changed to "Reject" with the appropriate Status Reason selected from the drop-down menu in eRecruit.

Seek Interview Approval:

Step 1. Send an e-mail request to aafact@mst.edu for interview approval. The e-mail should include Job ID, List of Tier 1 candidates, List of Tier 2 Candidates (if any). Institutional Equity, Diversity & Inclusion will review the information for Affirmative Action compliance.

Step 2. Upon AA/EEO approval, an email will confirm that you may proceed with scheduling the interviews. The e-mail approval will also be uploaded to the Activity & Attachments section of the Job Opening in eRecruit.

- ✓ Interview Tips HR 110 - Interviewing

- ✓ Allow ample time between interviews. You will need time to summarize the interview before proceeding to the next.

- ✓ As much as possible ask each applicant the same questions. Take notes. Use your notes to make comparisons between the applicant responses if necessary.

- ✓ Try to contact the applicant on a cell phone or home phone number before attempting to call a work phone number.

- ✓ If you must contact the applicant at the current employer be aware that the person answering the phone might not be the applicant.

Create Offer:

Step 1. Build Offer for chosen candidate in eRecruit and route for approval following the procedures outlined in the Hiring Manager Training Guide - Create a Job Offer - Staff.

Step 2. Candidates interviewed, but not selected for offer should have their Disposition Status Code changed to "Reject" with the appropriate Status Reason selected from the drop-down menu in eRecruit.

Offer Extended:

Step 1. HR will determine the applicant's eligibility to permanently work in the US.

Step 2. HR will extend the offer. If the applicant rejects that offer or presents a counter offer, HR will contact you.

Step 3. HR will notify the department contact when the offer is accepted.

Step 4. Approved hire, as with all University new hires, will be required to undergo a Criminal Background Check (CBC). Results of the CBC must be finalized prior to the employee beginning work. HR will advise the department when the CBC is finalized.

Step 5. HR will also arrange for the new employee orientation and completion of electronic onboarding.