

The following is an overview of the recruitment process.

#### **RECRUITMENT OVERVIEW-**

**(STEP I):** Request for: new/replacement position (employment requisition form and job description)- attached.

**(STEP II):** Approval/Denial (Dept Head, Budget, HR)-plus Benchmarking – NYU Compensation

**(STEP III):** Internal/External Posting

#### **STEP IV): HR SCREENING:**

- This is the initial screening. Its purpose is to ensure that the candidates, chosen to advance into the subsequent phases, have the required minimum qualification. This is a paper exercise (a review of the submitted resumes) and is completed by HR. It is also to ensure compliance to EEO-AAP, and Diversity Initiatives requirements.
- Only the qualified candidates' resumes are passed onto the next phase.
- All candidates, deemed unqualified through this screening process, will be informed of the decision via an acknowledgement letter sent by HR.
- The Hiring manager can request to view unqualified candidates as well

#### **(STEP V): TECHNICAL SCREENING:**

We would recommend the following ILearn Course for New Managers or anyone who feels they need a Refresher. This can also be shared with Members on your Search Committee.

#### **LDR 650: Interviewing for Exceptional Hires**

The selection of a new employee is a major investment for NYU. "Interviewing for Exceptional Hires" will help you yield solid returns from your investment - productive employees who are happy with their decision to join your team and the University. This program focuses on how, in your role as an interviewer, you can help ensure the integrity of NYU's selection process to hire the best candidates in a professional, fair, and effective manner.

Duration: 30 minutes

This must be done prior to actual interview of the candidates.

The following are 2 of the common screening techniques, the Search Committee may choose to use this or any other screening technique that they deem more appropriate for the search, provided that such technique is fair, impartial, and non-discriminatory:

- Technical Screening by Subject Matter Expert or Hiring Manager: the screener will review the screened and qualified (by HR) resumes and select the candidate for technical /phone screening. Candidates will be selected by the screeners for interviewing by Search Committee. This action is usually conducted via phone. **Please notify HR of any candidates that are selected for a phone screen.**
- Technical Screening by Search Committee: the committee will hold review meeting to discuss candidate qualifications and select candidates for interviewing. **Please notify HR if you would like us to sit in on any interviews.**
- The Search Committee will inform HR and we will notify the de-selected candidates via an Acknowledgement Letter.

#### **(STEP VI): INTERVIEWING & SELECTION:**

- While the hiring manager has the responsibility of making the final hiring selection based on input and in-sight from the Search Committee. In no situation that the employment offer, for any non-student searches, will be made based on the sole discretion of 1 person. If or when this happens, the EEO/Diversity Office will have the option of completing an audit of the search to ensure compliance to EEO/AAP and Diversity requirements.

- In cases where only 1 candidate applied and was offered the position. The case is subjected to review by the EEO-AAP Officer. The EEO-AAP Officer is responsible for reporting concerns and recommended action(s) to the University Core Leader Team
- It is recommended that a debrief meeting is held by the Search Committee immediately following the completion of the interview to consider the candidate and make selection decision. When there are a number of interviews within the same work week, it is understood that such meeting may be held following the completion of the last interview. Efforts should be made to achieve consensus among the committee members; however, when consensus can't be achieved, it is the hiring manager to make final selection decision. Candidate de-selected, following an interview, will be notified by either the hiring manager or HR (if Human Resources was part of the Search Committee).

#### **(STEP VII): THE REFERENCE CHECK PROCESS:**

Hiring decisions should not be made without making an effort to check references.

- Inform job applicants at the initial interview stage that all finalists are subject to a thorough reference checking process, which will involve contacting prior employers for detailed discussions of the candidate's work experience and performance.
- Notify Human Resources of Finalist. HR will send candidate a Release Form consenting to have his/her references checked. By signing this form, the candidate waives his/her right to legal action against all individuals providing references based on the information provided.
- Reference Checks will be conducted by Human Resources. HR will submit at least 3 reference check documents to the Hiring Manager.

#### **(STEP VIII): EMPLOYMENT OFFER:**

- HR will contact the candidate to make and to negotiate the offer. It is recommended that the candidate be given 5 working days to consider the offer. When extenuating circumstance necessitates the need to extend the consideration period, it is given at Human Resources and hiring manager's discretion.
- If the candidate counter-offers and the offer is within the previously approved ranges. It is the responsibility of Hiring Manager to consider and make final decision regarding the counter-offer
- If the counter-offer is above the previously approved ranges, it is the responsibilities of the HR and hiring manager to reject the offer or to propose the counter-offer to the Approval Authority
- If the candidate accepts the offer, HR is responsible for completing the Letter of Offer and forward it, along with other required forms (background and reference check authorization, etc.). Email is the preferred method for this communication.
- Candidate will be given 5 working days to complete the forms and return them to HR.