

McCormick Hiring Process Guide for Hiring Managers

<p>Position Description</p>	<p>Backfill (with no changes)</p> <ol style="list-style-type: none"> Hiring Manager (HM) notifies McC Admin via McC Staff Inbox of employee departure/backfill of position 	<p>New Position/ Position Changes</p> <ol style="list-style-type: none"> Hiring Manager (HM) notifies McC Admin via McC Staff Inbox of employee departure or new position request. If new position, review the Job Family Matrices for additional guidance, and contact McC Admin for desired position description template. <ol style="list-style-type: none"> Email complete template to McC Staff Inbox. Please be sure to include position funding details: chart string, account code, and percentages. McC Admin reviews position and discusses staffing structure with hiring manager. Since this is a new position or the responsibilities have changed significantly, McC Admin sends to NU HR Compensation for grading. HR Compensation grades and creates/updates position.
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<p>Posting</p>	<ol style="list-style-type: none"> HM posts job in eRecruit or asks McC Admin to post the job. (Create a Job Opening) Enter Kim Higgins, Brittany Barden, and Peter Kim as the <i>Authorizers</i>, Stefanie Hicks as the <i>Recruiter</i>. (Note: all positions must be posted for a minimum of 5 business days before an offer can be extended to a candidate.)
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<p>Consultation on Recruitment and Selection Process</p>	<ol style="list-style-type: none"> McCormick Admin is available for consultation on candidate recruitment and selection process. Please contact McC Admin via McC Staff Inbox for additional guidance and support. NU HR recruiter will schedule intro meeting with HM for positions deemed subject to Diverse Candidate Slate (DCS). They will advise on additional posting locations and confirm details of interview panel.
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<p>Candidate Review</p>	<ol style="list-style-type: none"> HM reviews candidate resumes and completes phone screens. (Note: All candidates must submit an application through NU's job website http://www.northwestern.edu/hr/careers/). HM can request additional support from McC Admin or NU HR recruiter including, applicant screening and completion of phone interviews, to build a list of top candidates. Important in this step to screen for visa sponsorship by asking "Will you now or in the future require employment sponsorship?" Determine salary expectations. McCormick strongly recommends HM engage in conversation with candidates regarding salary expectations during the interview process. Please contact McC Admin via McC Staff Inbox for additional guidance. Caution: Do not promise salary during candidate review. Update eRecruit candidate status using "Take Action" drop down to indicate "Selected for Interview" or email names to McC Admin.
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Candidates Selected for Interview	<ol style="list-style-type: none"> 8. HM selects candidates who are invited for virtual or in-person interviews. Determine one-on-one interview process or establish selection committee and schedule interviews with candidates. McC Admin can assist with scheduling, as needed. 9. Create evaluation and selection criteria in advance of interviewing. Build list of interview questions. Contact McC Admin for list of possible interview questions.
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Selecting Finalist for Reference Check	<ol style="list-style-type: none"> 10. Review interview notes and determine finalist. If selection committee involved, collect feedback using an evaluation (ranking) matrix. 11. Send finalist to McC Admin to begin HR reference check. HR must obtain approval from candidate before proceeding. If preferred, HM may conduct reference check directly. If candidate is internal, keep confidential. The candidate does not need to advise his/her direct supervisor until named as “the finalist.” Once named finalist HR will check reference with direct supervisor.
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Preparing for Offer and Determining Salary	<ol style="list-style-type: none"> 12. Following HM review of reference check, confirm the finalist with McC Admin. Advise of candidate's salary expectation or current salary. McC Admin, with input from HR, determines salary offer to ensure match with qualifications, equity across school, and within budget. McC Admin prepares the Approval to Hire paperwork and submits to NU HR for final review and approval.
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Job Offer	<ol style="list-style-type: none"> 13. NU HR recruiter, Stefanie Hicks, handles the verbal salary offer and discussion directly with the finalist. NU HR recruiter prepares contingent offer letter with start date and salary and issues to finalist as part of the consideration process. The finalist accepts and returns signed offer to NU HR. (Note: Internal Bi-weekly staff must start on the beginning of pay period.)
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Making it Official	<ol style="list-style-type: none"> 14. HR conducts background and education checks (if not been completed in last 12 months). 15. HR sends confirmation of acceptance and instructions for employment via email to new employee after background check has cleared. Finalist completes new hire paperwork with NU HR. 16. HM uses New Employee on-boarding checklist and prepares onboarding schedule. During 6-month probation period, HM monitors performance using Performance Excellence objectives.
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Closing the Loop	<ol style="list-style-type: none"> 17. eRecruit automatically sends rejection emails to all applicants when a position is closed but be sure to personally close the loop with any candidates who were phone screened or interviewed.