



UNIVERSITY of NORTH ALABAMA

Interim Hiring Manager Checklist

- Start the electronic requisition process to fill a vacancy or post a new position [here](#).
- Request job description (staff) from employment@una.edu or [create](#), update, and/or modify job description (staff) or position summary (faculty).
- Hiring manager contacts Human Resources (employment@una.edu) and requests that a posting be created, including the following information:
 - Required documents (resume/CV, cover letter, transcripts, etc.).
 - Search committee members names/email addresses and chair.
 - Posting period (range of seven days to “open until filled”).
 - Advertising sources requested.
- Invite Diversity, Equity, and Inclusion (ddei@una.edu) to first search committee meeting.
- Have all committee members sign [Confidentiality Agreement for Recruiting](#).
- Screen applicants for minimal qualifications. Disqualify any applicants who do not meet minimum qualifications.
- Evaluate candidates using an application review rubric based on the job description requirements and *objective measures*.
- Select candidates for initial interviews (telephone/Skype/Zoom) by emailing completed rubric and list of candidates to be interviewed to ddei@una.edu and employment@una.edu. Await “Approved for Interview” email from employment@una.edu before scheduling interviews.
- Evaluate candidates on initial interviews, if applicable, and invite top candidates to campus for on-site interviews. If interviews involve significant travel for candidate(s), seek approval from appropriate VP for travel expenses.
- Select final candidate (preferably via an interview rubric) and complete the electronic [Interim External Search Summary Form](#). For staff positions, please simultaneously send an email with the information indicated below to employment@una.edu to begin the hiring proposal and employment letter process.
 - For staff, include recommended salary and desired start date for candidate. Please note that HR is responsible for setting the starting salary, but will take your recommendation into account.
 - For faculty recommendations, please utilize the electronic [Faculty Request to Hire](#) form created by HR & the Provost’s office that includes all of the below information needed for the hiring proposal and the new hire checklist.
 - Recommended salary.
 - Moving expenses (yes/no).
 - Total amount of moving expenses (\$).
 - Amount covered by Provost (\$).
 - Amount covered by College (\$).
 - Recommended start date.
 - CIP code(s) of highest and/or qualifying degree.
 - Application date for tenure.
 - Application date for promotion to associate professor.
 - Application date for promotion to professor.
 - COBT faculty type (for College of Business & Technology only).
 - Prepare a Faculty Credentials Certification Form and forward to the Provost’s Office.