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. Simultaneously, please 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, include the following:
  • 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.