

## Hire Approval - Faculty

When you are ready to submit your search to OIE for a Hire Certification, please make sure:

- Every** applicant ranked “**Interview**” and offered an interview has a disposition entered in Recruiting Solutions, including those who declined. Applicants who withdrew are marked as such.
- All disposition comments correspond to qualifications in Recruiting Solutions and the job description/advertisement.
- Applicants interviewed in the first rounds via electronic means (i.e. phone, Skype etc...), indicated the type of interview and have a **2-3 sentence disposition** explaining the rationale for the applicant not being invited to campus for the next round.
- For applicants interviewed on campus and not selected for hire, the **2-3 sentence dispositions** explain why the applicants will not be hired.
- For the selected candidate, the **4-5 sentence disposition** gives a clear and convincing explanation of why the applicant will be offered the position must be entered into Recruiting Solutions. This explanation should reference the minimum and/or preferred qualifications from the job description.
- All disposition comments:
  - Correspond to qualifications in Recruiting Solutions and the job description/advertisement.
  - Are specific, detailed, concrete, and objective and do not contain feelings, emotions, or broad, general statements.
  - Do not include second-hand knowledge.
  - Do not include language referencing a protected class.
- Every candidate that is offered (or negotiated with) is documented as such.
- If a candidate declined an offer or negotiations were not successful, the disposition reflects the reasons why the candidate was selected with an indication that the offer/negotiation was declined/unsuccessful.
- The order in which candidates were offered is indicated in the disposition.
- The final selected candidate is designated as such in Recruiting Solutions.
- A copy of the draft offer letter has been uploaded into Recruiting Solutions.