Hiring & Selection Timeline

During the hiring and selection process there are many critical steps to consider to ensure you hire the most qualified, best-fit candidate for your position. Therefore it is important to invest time in this process and make it a priority. The timeline below outlines the necessary steps to successfully hire a candidate from start to finish.

4 Weeks Prior to Posting:
- □ Create/Revise Job Analysis Questionnaire (JAQ) for position.
- □ Submit the JAQ to HR Compensation for approval and classification/re-evaluation/update. (Average turnaround time is 1-2 weeks.)

2 Weeks Prior to Posting:
- □ Contact your dedicated Career Employment team to discuss advertising options and develop plan.
- □ Determine who will be involved in each step of the selection process for the position.
  - Application review
  - Phone interviews
  - Personnel file review (if applicable)
  - In-person interviews (including panel)
  - Reference checks
- □ Request interview (phone and/or in-person) and reference check guides from your Employment Consultant.

1 Week Prior to Posting:
- □ Create a success profile for your "ideal candidate" for the position.
- □ Create/Refine a job requisition in UK's Online Employment System (OES).
- □ Gather feedback from supervisor, incumbent, and any relevant co-workers to ensure the job requisition highlights the necessary information/job details to attract applicants with the desired skill set.

1 Day Prior to Posting:
- □ Submit job requisition in OES. (Job requisitions submitted prior to 10am will be posted the following day. Job requisitions submitted after 10am will be posted two business days later.)
- □ Confirm posting duration. (Job requisitions must be posted a minimum of 7 calendar days; however, HR Career Employment recommends expanding the posting period to include a minimum of 2 weekends.)

During Posting:
- □ Block off time for all members involved in the selection process as applicable. (Time estimates vary on the number of applicants referred.) Consider:
  - Application review (3-6 hours)
  - Phone interviews (5-8 hours)
  - Personnel file review (1-2 hours)
  - Panel orientation, if applicable (1-2 hours)
  - In-person interviews (5-8 hours)
  - Data Integration, if applicable (2-3 hours)
  - Reference checks (1-3 hours)
- □ Finalize phone and in-person interview guides with your Employment Consultant.

1 Day After Posting Deadline:
- □ Work with your Employment Consultant/Specialist to determine appropriate referrals.
- □ Review application materials for referred applicants. (HR Career Employment best practice: Use the "Application Review Checklist" tool.)
- □ Determine top applicants to receive phone interviews.
- □ Review personnel files for any current or previous UK employees that have been identified as a top applicant. (This step can also be completed prior to in-person interviews or extending an offer.)

4 Days After Posting Deadline:
- □ Call top applicants to schedule phone interviews. (Average phone interview takes 30 minutes.)

1 Week After Posting Deadline:
- □ Conduct phone interviews.
- □ Schedule panel orientation for all members involved in in-person interviews, if applicable.

2 Weeks After Posting Deadline:
- □ Determine top candidates to bring in for in-person interviews.
- □ Conduct panel orientation, if applicable.
- □ Contact top candidates to schedule in-person interviews. (HR Career Employment best practice: Send confirmation e-mail to candidates regarding interview details.)
- □ Contact candidates who completed a phone interview, but who were not selected to move forward in the process.

2 ½ Weeks After Posting Deadline:
- □ Conduct in-person interviews.
- □ Evaluate and rate each candidate individually on the major job responsibilities of the position.
- □ Schedule data integration session for all members involved in in-person interviews, if applicable.
- □ Finalize reference check guides with your Employment Consultant.

3 ½ Weeks After Posting Deadline:
- □ Conduct data integration session, if applicable.
- □ Identify top candidates.
- □ Conduct reference checks on top candidates.
- □ Review personnel files for any current or previous UK employees that have been identified as a top candidate. (This step is only necessary if not previously completed prior to phone interviews.)
- □ Select most qualified, best fit candidate.

4 Weeks After Posting Deadline:
- □ Complete a Salary Recommendation Form on selected candidate and obtain appropriate approvals.
- □ Submit Salary Recommendation Form to HR Career Employment for final approval.
- □ Extend offer to candidate once Salary Recommendation Form has been approved by HR Career Employment. (The offer is contingent on pre-employment screenings, if applicable.)
- □ Contact HR Career Employment once candidate has accepted the offer to initiate pre-employment screenings, if applicable.
- □ Contact candidates who completed an in-person interview, but were not selected for the position. (Average turnaround time is 3-5 business days.)
- □ Communicate selection of new team member to department. (HR Career Employment best practice: Thank your panel members for their help with the hiring and selection process.)

Prior to Candidate's First Day of Employment:
- □ Prepare and coordinate for the candidates first day of employment.
  - Access to all necessary systems/area
  - Desk/Work area
  - Dress code/Uniform information
  - New Hire Paperwork (HR best practice: schedule prior to first day of employment to allow computer access on first day.)
  - Parking information
  - Training plan for first couple of weeks (i.e. New Employee Orientation, SuperVision, SAP, department and position specific processes, etc.)

Candidate's First Day:
- □ Introduce new team member to entire department.
- □ Schedule one-on-one meetings with new team member 30 and 90 days from start date.
- □ Complete Payroll Authorization Record (PAR) and submit to HR Compensation.
- □ Enter turn down reasons/dispositions in OES for applicants who were referred but not selected.

Congratulations, at this point you have successfully completed the hiring and selection process for your position! To request a customized timeline or if you have any questions, please contact your dedicated Employment team at HiringEnhancement@uky.edu.

Revised 12/7/2009