Office of Finance
Recruiting Process Guide
for Hiring Managers

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I. Recruiting Process Overview

This handout will walk through the recruiting process for hiring managers in the Office of Finance and the resources available throughout the process. Below are the steps of the recruiting process. Each step will be explained in detail in the following sections of this handout.

II. Step 1- Prepare to Hire

Proper preparation will help to ensure that the hiring process runs smoothly. Follow these steps once you have determined that there is a need to hire and confirmed that there are funds in the budget for the position:

- Submit the following to the Administrative Officer:
  - New position packet (provided by Administrative Officer)
  - Job posting verbiage

- Confirm the location of the new staff member’s work area with Administrative Officer

- Review Network Action Form with Senior LAN Manager to determine technology needs for new employee (see appendix)

- The Administrative Officer will complete the online requisition in Talent Central and send to the recruiter

- If possible, attend HR Leadership Foundations training:
  - Module 1: Hiring New Staff
    http://vanderbilt.mzinga.com/app/servlet/goTo?Page=CourseInfo&DirectLinkID=58599
  - Module 2: Targeted Selection
    http://vanderbilt.mzinga.com/app/servlet/goTo?Page=CourseInfo&DirectLinkID=58600
  - Module 3: Coaching and Developing Staff
    http://vanderbilt.mzinga.com/app/servlet/goTo?Page=CourseInfo&DirectLinkID=58601
  - Module 4: Managing Performance and Behavior
    http://vanderbilt.mzinga.com/app/servlet/goTo?Page=CourseInfo&DirectLinkID=58602
Module 5: Legal Issues

III. Step 2- Strategy Session

Once the Recruiter receives the online requisition through Talent Central, s/he will contact the hiring manager for a strategy session. The strategy session is an important tool for the Recruiter to know how to screen candidates. During the strategy session, the Recruiter will discuss the following topics:

- Key words for the job posting (key words are descriptive words the recruiter can use to search applicants)
- Any refinement to the job posting verbiage
- The appropriate length of time to post the position (minimum of five days)
- Key information about the position and the desired candidate’s qualifications

A strategy session planning document is available in the Office of Finance Manager’s Toolbox found on the Department of Finance website.

IV. Step 3- Position Posted and Candidates Screened

After the strategy session, The Recruiter will post the position in Talent Central where candidates may begin to submit applications. The Recruiter will begin screening candidates as they apply.

Position posted:
- The job is posted on Vanderbilt’s job site as well as a number of common job sites, including CareerBuilder

Candidates screened:
- The Recruiter reviews candidates based on the key words determined in the strategy session
- The Recruiter conducts telephone interviews of qualified candidates based on the strategy session

Note: Think about these topics before the strategy session:
- What are the necessities for this position (ex: certification and licensure)?
- What factors would rule out a candidate for this position?
- What challenges will this position face?
- What opportunities will this position offer a candidate?
- What salary range is budgeted for this position?
- What is the interview strategy for this position (ex: how many rounds of interviews)?

Note: The hiring manager may view screened candidates in the Talent Central online recruiting tool at this point in the process or wait for the recruiter to share the top candidates.
V. Step 4- Top Candidates Presented to Hiring Manager

The hiring manager reviews the top candidates selected by the Recruiter in the Talent Central online recruiting tool. To access Talent Central, type the following url into your browser: http://hr.vanderbilt.edu/talentcentral

Follow the steps below to review candidates in Talent Central:

1. To view a list of candidates for the requisition, click ‘View Candidates’ from the Talent Central landing page.
2. To view the candidate file for a requisition, click the name of the candidate.

Note: On this page, you will see the step of the hiring process for each candidate as well as the selection status. The house icon denotes an internal candidate.

3. You will land on the ‘Job Submission’ tab. From here, you may view the candidate’s prescreening information. You may also scroll down the page to view more information.
4. The resume information entered by the candidate can be viewed at the bottom of the ‘Job Submission’ tab.

5. In addition to viewing the resume information, a benefit of Talent Central is the ability to view resumes and other attachments in the exact format uploaded by the candidate. To view the attachments, click the ‘Attachments’ tab at the top of the page. Then, select the document you wish to view by clicking the document name. This will open the Microsoft Word document.
6. You also have the ability to share a candidate’s attachments with other team members that may be interviewing the candidate. To send a document to a team member, click the green icon.

7. a) Under ‘Quick Filters’ in the ‘Name’ field, type the last name, first name of the team member you wish to send the document. Then, click the Refresh button.

b) With the team member’s name populated, click the Select button.

c) With the team member’s name populated at the top of the screen, click the ‘Next’ button.
VI. Step 5- Interview Top Candidates

Interviewing is important because it allows the hiring manager to get a feel for the candidates and it allows the candidates to get a feel for the position, team, and organization. Below are some best practices and items to think about before interviewing a possible new staff member.

Interviewing best practices:

- Contact top candidates for a brief phone interview
- Select candidates to bring in for an in-person interview
- Send directions on where to park and an interview agenda to each candidate prior to the interview
- Use a team-based approach when interviewing
- Touch base with all interviewers afterwards
- Confirm salary requirements with candidates
- Communicate next steps to the candidates
- For EEOC purposes, Vanderbilt requires all hiring managers to keep interview notes on file for three years for all candidates interviewed

VII. Step 6- Select Candidate, then Make Offer

Once a candidate is chosen, there are several steps that have to occur before an offer can be made. Pay attention to the information below to be ready to make an offer quickly.

Once a candidate is selected:

- Provide the Administrative Officer with candidate’s name and salary requirements to obtain official salary quote
- Check at least two professional references for the candidate (you may ask the Recruiter to assist you)
Once the official salary quote is received from your VP or Director:
- Contact the candidate to make a verbal offer that is contingent on a background check
- If accepted, work with the new employee to determine the start date
- Inform Administrative Officer of acceptance and start date
- Inform candidate they will receive a written offer letter and to sign and return to your address
- Inform candidate they will receive a welcome letter and an email with I-9 information and to complete as soon as possible
- Submit signed offer letter to Administrative Officer

VIII. Step 7- Background Check and Onboard

Once the job offer has been accepted and the start date has been determined, there is still work to do before the new staff member arrives.

- The hiring manager will be notified by HR when the new staff member’s background check has been cleared (this can take up to 10 days)
- Once the background check has cleared, contact the new staff member to **verbally** obtain personal information and **verbally** provide to the Administrative Officer:
  - Legal name
  - Date of birth
  - Marital status
  - Social security number
- Ensure the below forms are complete and submit to the Administrative Officer:
  - ID Badge Form (*see appendix*)
  - Systems Security Form (*see appendix*)
  - Network Action Form (*see appendix*)
  - These forms can also be found on the Department of Finance website’s Office of Finance Manager’s Toolbox:
    [https://dof.mc.vanderbilt.edu/ft/Pages/dof/Manager%27s-Toolbox.aspx](https://dof.mc.vanderbilt.edu/ft/Pages/dof/Manager%27s-Toolbox.aspx)
- The Administrative Officer will register the new staff member for *You Make a Difference* and *It’s Who We Are* orientations
  - The hiring manager and new staff member will receive confirmation and dates via email
- Inform the Financial Training Program Coordinator of new staff member’s start date to have the following items ready:
  - Parking pass
  - Welcome basket
  - Welcome card
  - Department of Finance Survival Guide
  - Department of Finance Orientation invitation

Note: Think about the following topics before the first day of employment.
- Does the new staff member require additional training?
- Contact Financial Training Program Coordinator if you would like the new staff member to attend Financial Foundations training- a seat can be reserved!
IX. Plan for the New Staff Member’s First Day

Get new staff members off to a great start…small steps can make a big difference!

- Does the new staff member know where to park the first day?
- Where is the new staff member’s long-term parking?
- Does the employee know their first pay date?
- Ensure the new staff member’s desk or office space is ready
- Ensure the staff member’s technology needs are ready
- Place welcome card and welcome basket on the new staff member’s desk
- Have an agenda for the new staff member’s first week or month
- Give the new staff member a brief tour of their work area, including restrooms, break area, printer, copier, and any other areas they will need frequently
- Show the new staff member where the exits and stairwells are located in case of emergency (detailed emergency preparedness information will be covered in the orientation sessions)

X. Resources

Training:

An interactive online module for Talent Central and the recruiting process for the Office of Finance can be found on the Department of Finance website’s Manager’s Toolbox, which includes many other helpful resources:

https://dof.mc.vanderbilt.edu/ft/Pages/dof/Manager%27s-Toolbox.aspx

People to Know:

Recruiter- Joe Ruder Email: joseph.ruder@vanderbilt.edu Phone: 3-6388
Department of Finance Administrative Officer- Sheila Thomas
Email: sheila.thomas@vanderbilt.edu Phone: 2-1190
Department of Finance Sr. LAN Manager- Stephen Paulk-McGinley
Email: stephen.paulk-mckinley@vanderbilt.edu Phone: 2-1162
Financial Training Program Coordinator- Lynda Sandefur
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Additional Resources:

Talent Central-
http://hr.vanderbilt.edu/talentcentral/