



Role of Hiring Decision-Maker During the Exempt Search Process

Hiring Decision-Makers MAY NOT serve on the search committee of the position for which they will make the hiring determination. UNTIL EOA approves the final candidate pools and non-selected applicants are dispositioned, the Hiring Decision-Maker may not be added to the search requisition.

Rationale: Hiring Decision-Makers do not approve the quality of the search pool, nor do they indicate who they would like to have initially screened or interviewed. **Best Practice:** After receiving EOA approval, the search chair provides primary pool candidates' application materials to the Hiring Decision-Maker.

The Hiring Decision-Maker has the ability to influence the search outcome by doing the following:

- 1) Create/influence the job description.
- 2) Select the search committee chair.
- 3) Select the committee members.
- 4) Speak with the chair and committee about the role and desired applicant qualifications during the first search committee meeting where the charge is provided.
- 5) Submit sample questions to the chair to be posed to the applicants during initial screening.
- 6) Submit an exercise/written questions etc. to the chair to be completed by the applicants/candidates during a particular stage of the interview process.
- 7) Meet 1:1 with each primary candidate during the final on-campus or virtual interview. Hiring Decision-Makers may attend public candidate presentations but may not be invited to any other interview meetings.
- 8) Determine from the committee's list of acceptable and unacceptable candidates who you'd like to make an offer of employment.
- 9) Check the references of the candidate particularly the current immediate supervisor before offering an employment opportunity.
- 10) Make the job offer in coordination with Human Resources.