



SEATTLE PACIFIC UNIVERSITY
HUMAN RESOURCES (HR) SEARCH QUESTIONNAIRE

Hiring manager (HR's contact): _____

Position title: _____

ADVERTISING SOURCES:

Human Resources will place all advertisements. HR collaborates with University Communications to word and place all national advertisements.

Normal, and no cost (includes: job line, job board, WorldWideWeb, faculty/staff bulletin, quarterly SPU contacts mailing)

Other sources with cost to department and/or pre-approved use of President's office funds (includes, but not limited to: trade journals, newspapers, etc.)

Please list other sources _____

HR to send supplemental application materials to all applicants

Please list _____

SCREENING:

Human Resources will pre-screen applicants for mission fit to the University. Hiring managers and Vice Presidents should also satisfy themselves during the interview process that candidates are a "mission fit."

In addition to mission fit, HR should pre-screen for:

Clerical skills (typing speed, spelling, filing, etc.)

Technical software skills

Simple spreadsheet in Excel

Type a letter in Word

Perform a mail merge in Word

Specific position skills and qualifications as designated by hiring manager (please describe in detail to what level hiring manager wishes HR to screen): _____

Hiring manager wishes to review applications HR has "screened out" on the basis of mission fit.

INTERVIEWS:

Who conducts the interview?

- Hiring manger only to interview.
- Hiring manager and selected others will interview.
- Search committee to interview.

Who schedules the interview?

- Human Resources will coordinate/schedule interview dates and times.
- Hiring manager will coordinate/schedule interview dates and times, and give weekly updates to HR.

COMMUNICATION:

- Human Resources will be the primary point of communication for applicants.
- Hiring manager will be the primary point of communication for applicants.

Describe communication plan for HR and the hiring manager, which will help ensure consistent, courteous applicant communication throughout the application process.

REFERENCE CHECKS:

- Human Resources will do reference checks for finalist(s).
- Hiring manager will do reference checks for finalists(s).

JOB OFFER:

The hiring manager will verbally offer the position based on the approved PAF. Once the applicant has verbally accepted the offer, then:

- Human Resources will prepare the standard offer letter for the hiring manager to sign.
- Hiring manager will send a personalized offer letter (based on the standard letter draft) to the candidate and send a copy to HR.

FIRST DAY:

It is essential that all new employees visit the Office of Human Resources on the first day of work, prior to reporting to the department, to fill out legally required paperwork. Once the new employee has completed all legal paperwork:

- Hiring manager will meet the new employee in HR and escort the employee to the department.
- Human Resources will escort the new employee to the department.



Human Resources Representative

Date

Hiring Manager

Date