

HUMAN RESOURCES

SUPPORT STAFF HIRING AUTHORITY CHECKLIST

____ Login at the Applicant Tracking System (ATS) <http://jobs.indstate.edu/hr> and complete all the information required on the position request.

____ Submit Position Request to the next level i.e. Dean/Administrator for approval via the Applicant Tracking System.

____ Review all the applicants and rank them into “Top Tier”, “Middle Tier” or “Bottom” Tier. The available applicants will appear with a status of “Under Review by Manager”. Please DO NOT move candidates to the status of “Not Hired” until a candidate is chosen for the position.

____ After reviewing and ranking the applicant pool, select the applicants you would like to interview, change their status to “Affirmative Action Pool Review.” This MUST be done before you can interview any of the applicants for the position. Please do not move those applicants ranked as “Bottom Tier” to Affirmative Action Pool Review. Affirmative Action will evaluate the applicant pool and return only the eligible candidates to you. Eligible candidates are identified as “Affirmative Action Approved Applicant Pool”.

____ Once the applicants are approved from Affirmative Action, you may contact the approved applicants and arrange a time and date for an interview. This can be an on-campus interview or telephone interview. Once you have contacted a candidate to establish an interview you must change that candidate’s status to “Campus Interview Pending.”

Note: If assessments have been identified in the position request, when you call to schedule the interview, please inform the applicants they must call Human Resources (HR) at 237-4371 to schedule a time to come into HR and complete the assessments. Assessments should be completed before any interview is conducted. The assessment scores will be attached to their applications for your review as soon as they are completed.

____ Conduct your interviews. After interviewing your candidates for the position, change each candidate’s status to “Interviewed.”

____ Once all interviewing has concluded, complete the [Support Staff Hiring Packet](#) and forward it to Human Resources. Human Resources will make the offer and establish the start date. Human Resources will inform the Hiring Manager of the official start date. After the selected candidate has accepted the position, please change the status of the remaining applicants to “Not Hired” and give a reason why.

Important Notes

- I. Only change those candidates to “**Campus Interview Pending**” that you intend to give a campus interview to. When you change a candidate’s status to “Campus Interview Pending,” a system generated message is emailed to each person linking them to specific information about benefits and welcoming them to campus.
- II. Changing an applicant’s status is important because applicants can login and review their status. Status changes are also important for HR record keeping/reporting.
- III. Must interview at least three qualified people per position.
- IV. Each person involved in the interview process must fill out a confidential interview rating form ([Support Staff Hiring Packet](#)).

If there are questions, please contact Human Resources at 237-4371.