Steps for the Hiring Manager

☐ Obtain the proper approvals to post the open position in your department:
  - Department Head
  - Frank Brucato and the Dean
  - Human Resources

☐ Make sure you have an up-to-date job description for the position you want to post. A complete job description will consist of these main components:
  - Job purpose
  - Core duties
  - Minimum education and experience required
  - Minimum knowledge, skills and abilities required
  - Certificates and licenses required
  - Physical requirements
  - Working conditions
  - Work standards

☐ Schedule a meeting with Angela Antia to discuss recruiting options.

  **Items to consider:**
  - Do you want this position posted on external job boards as well as the Stanford Careers website?
  - Departments are responsible for their own recruiting costs, which PTA?
  - Think about: What are you really looking for, key qualifications, ideal candidate?
  - Timeline for hiring?
  - Do you want to establish a search committee to interview final candidates? Who is most appropriate to have on the search committee? Who will have the most contact with the person who will fill this position?
  - How can HR partner with you on your search?

  **During the hiring process:**

☐ Keep track of all **interviewed** applicants, including those you speak to by phone. This is important in order to close out the job requisition and to enter in disposition data for applicants in your pool.

☐ Be sure to keep an eye out for “Layoff” candidates who apply. At Stanford, regular staff who have been given written notice of permanent layoff or who are permanently laid off (under the policies in [Guide Memo 2.1.17: Layoffs](#)) have first preference in a job search.

☐ Check references on your final candidate. This must be done prior to making an offer to the candidate. It is strongly recommended that you speak with the final applicant’s current supervisor. Please review the Law School reference checking policy.

☐ Discuss a salary recommendation with Angela Antia.

☐ Obtain approval from Frank Brucato on salary offer.

☐ Make the verbal offer. Please note, all hires are contingent on the successful completion of a background check through HireRight.

☐ Notify all non-selected, **interviewed** candidates that the position has been filled. The HR office will notify all other non-selected applicants in your pool that the position has been filled.

Congratulations on your new hire! Now it is time to plan for their first day and their tenure at SLS. Here is a resource to help you - Manager’s guide to onboarding: [https://cardinalatwork.stanford.edu/welcome-center/managers-guide/manager-responsibilities](https://cardinalatwork.stanford.edu/welcome-center/managers-guide/manager-responsibilities)