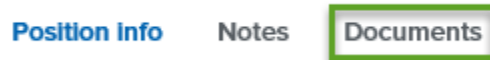


THE HIRING MANAGER “TO-DO” LIST:

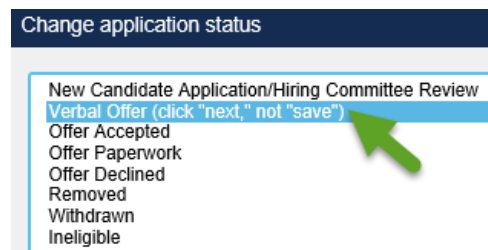
1. **Complete the requisition** for the applicable position in PageUp, so that the request to post can be approved.



2. After HR posts your position, **notify the applicable employees** to let them know they are on your hiring committee. You and the hiring committee can (and should) **review/rate applications** as soon as they start coming in.
3. Before scheduling interviews, make sure **ALL committee members have reviewed/rated all applications**. *This is to ensure fair hiring practices.*
4. Schedule phone screens and interviews as needed.
5. When interviews are completed, upload your interview notes in the Documents tab in PageUp.



6. After selecting your hire, move their status to “Verbal Offer” and fill out all applicable fields on the offer card.



7. After the hire is approved, HR will take care of the onboarding process.
8. When a hire has completed their onboarding, you will receive an email from IT with their username and default password.