THE HIRING MANAGER "TO-DO" LIST
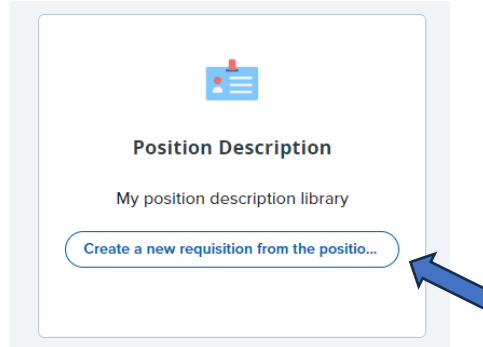
1. Submit the Position Posting Approval Form via DocuSign. Once HR has received the completed form, you can move forward with posting the position.
2. Search for the job description in PageUp and **start the requisition**:

3. Contact applicable employees to ask if they will serve on your **hiring committee**. You and the hiring committee can (and should) review/rate applications as soon as they start coming in.
4. Before scheduling interviews, make sure **all committee members have reviewed/rated all applications**.
5. Schedule phone screens and interviews as needed.
6. When interviews are completed, upload your interview notes and ranking forms in the Documents tab in PageUp.

7. After selecting your hire, **move their status to "verbal offer"** and fill out all applicable fields in the offer card.
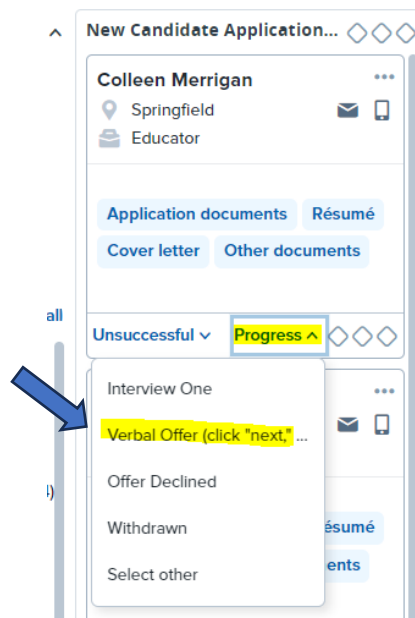
8. After the hire is approved, HR will take care of the onboarding process.
9. When a hire has completed their onboarding, you will receive an email from HR letting you know they have been added to the system. IT will send a separate email with their username and default password.