# ROLES & RESPONSIBILITIES
for Staff Hiring at Baylor University

## Hiring Manager
- Often serves as Search Chair
- Selects committee members and sets search calendar
- Completes intake with Talent Acquisition Specialist to review job description and verify job functions are accurate
- Participates in on-campus interviews
- Responsible for final hire decision
- Onboards and supervises new employee

## Search Chair
- Sets expectations for committee and timeline for hiring process
- Liaison between HR and search committee
- Reviews all qualified applications sent by HR via the applicant tracking system
- Conducts reference checks on top candidate(s)
- Collects all interview notes and submits to HR

## Search Committee
- Maintain confidentiality of search process and all candidate information
- Screen and evaluate applications based on job duties
- Participate in each step of the interview process
- Take accurate interview notes reflecting candidate’s ability to perform well in the position

## Talent Acquisition Specialist
- Posts position to jobs.baylor.edu and assist with external advertising placements
- Reviews all applications for minimum requirements
- Serves as a consultant in interviewing compliance and best practices
- Assists Search Chair with coordinating interviews
- Makes offer to candidate
INTERVIEWING
DO'S & DON'TS

**DO'S**

- **UNDERSTAND JOB**
  Be clear on the job duties & expectations

- **PREPARE**
  Review candidate materials & know who is asking each question before starting

- **BE CONSISTENT**
  Ask each candidate the same set of interview questions

- **ASK CLARIFYING ?'S**
  Ask follow up questions for better understanding of the candidate's answers

- **TAKE GOOD NOTES**
  Your notes should accurately reflect the candidate's ability to complete the essential functions of the position

**DON'TS**

- **START LATE**
  Start the interview on time to show value of candidates time

- **DEViate FROM ?'S**
  Do not ask questions that are not directly related to job duties

- **DISENGAGE**
  Give each candidate your full attention during the interview

- **TALK TOO MUCH**
  Use the 80/20 rule - listen 80% and talk 20% of the time to ask questions & clarify answers

- **BE BIASED**
  All candidate's abilities should be assessed fairly against previously defined job-related criteria

Questions? Contact the Talent Acquisition team in Human Resources.
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