

# 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](https://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



## 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



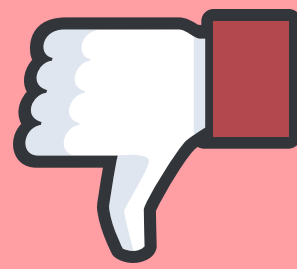
## ASK CLARIFYING ?'S

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



## 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