Pre-Interview Checklist

1. Accept intake meeting with Talent Advisor

2. Identify additional sourcing channels to advertise

3. Identify search committee members

4. Discuss interview strategy with committee members
   a. Number of rounds, location, format, questions, etc.

5. Draft interview questions and any applicable assessments

6. Send interview questions and assessments to Gaby Garcia, gdgarcia@cpp.edu, for approval

7. Block out interview time frames with committee members

Interview Checklist

1. Interview questions and applicable assessments have been approved by Gaby Garcia

2. Confirm and finalize search committee members

3. Review candidates for interview

4. Confirm interview dates and complete Talent Acquisition "Interview Schedule" template

5. Update candidates' status

    a. "Hiring Manager Reviewed - Not Selected"

    b. "Invite for Interview 1"

    c. "Interview 1 - Accepted"

    d. "Interview 1 - Declined"

6. Complete first round interviews

7. Identify final candidates, if applicable

8. Update candidates' status, if applicable

    a. "Interview 1 - Interviewed, Not Selected"

    b. "Invite for Final Interview"

    c. "Final Interview - Accepted"

    d. "Final Interview - Declined"

    e. "Final Interview - Interviewed, Not Selected"

9. Collect selection documents from each search committee member for each interviewed candidate

    a. Candidate evaluation

    b. Candidate assessment (if applicable)

Offer Card Checklist

1. Upload selection documents to job card tab with the category of "Interview Questions and Evaluation"
    a. Interview schedule
    b. Candidate evaluation
    c. Candidate assessment (if applicable)

2. Update finalist's status
    a. "Recommendation to Appoint/ Approval Process"

3. Create offer card and complete the following categories:
    a. Position details
    b. Budget details
    c. Salary and compensation
    d. Onboarding
    e. Approval process - Campus
        i. Please refer to Division under Job Details at the top to determine correct approval process

4. Complete recommendation to appoint form

5. Open "Offer Approval" email from PageUp to initiate approval process