

## **Role of Hiring Manager During the Exempt Search Process**

Hiring Managers (HM) are dissuaded from serving on the search committees of positions for which they will make the hiring determination. The rationale behind the rule is as follows.

The HM has the ability to influence the search outcome by doing the following:

- 1) Create/influence the job description.
- 2) Select the search committee chair.
- 3) Select the committee members.
- 4) Speak with the chair and/or committee about the role and desired applicant qualifications.
- 5) Submit sample questions to the chair to be posed to the applicants during initial screening.
- 6) Submit an exercise/written questions etc. to the chair to be completed by the applicants/candidates during a particular stage of the interview process.
- 7) Meet each primary candidate during the “on campus” interview.
- 8) Determine from the committee’s list of acceptable and unacceptable candidates who you’d like to make an offer of employment.
- 9) Check the references of the candidate particularly the current immediate supervisor before offering an employment opportunity.
- 10) Make the job offer in coordination with Human Resources.