

Hiring Steps After Job Requisition is Posted

1. Review candidates
 - a. To review applicant materials, the hiring manager/search committee will need to login to the Oracle Cloud system.
 - b. [This document](#) provides information on how to view applicant materials.
2. When you're ready to begin the initial round of interviews, **you must first contact Jude Klein (x5819), Assistant Director for Employment, Compliance and Workforce Diversity (ADEWD).**
 - a. Discussion of potential candidates for interview will be held between the hiring supervisor and ADEWD **prior to contacting candidates.**
 - b. This allows the ADEWD to ensure qualified diverse candidates have been considered.
3. Begin preliminary interviews
 - a. These may be conducted over the phone or via Zoom, particularly when there is a large pool of qualified candidates or if a candidate is not local.
 - b. For those applicants who were interviewed via phone/zoom, please change their applicant status to "interviews, phone" in Oracle.
Instructions on how to do so may be found [here](#).
4. Setup on-campus interviews
 - a. For higher level administrative/professional positions (salary band 150 or higher), the use of an advisory search committee is encouraged with the ADEWD included.
 - b. For those applicants who were interviewed on campus, please change their applicant status to "interviews, campus" in Oracle. ***Instructions on how to do so may be found [here](#).***
5. Once a finalist has been selected in consultation with the ADEWD, you must receive **three professional references** from individuals provided by the candidate
 - a. Please use the provided [phone reference check form](#) as a guide, which includes questions to ask the reference and space to document a response.

6. Once reference checks are completed, and you would like to offer the candidate the position, please send the completed reference check forms to the ADEWD for approval
 - a. The selected candidate should have their status in the system changed to “recommended for hire”
7. Once the ADEWD has reviewed and approved the offer, work with the Assistant Director for Compensation (Nancy Bruno) to complete the offer package
 - a. The complete offer package will be determined based on position type and level along with an examination of education/experience against the job description.
 - b. Salary offers for non-faculty positions must be approved in advance by Human Resources in order to ensure consistency with Skidmore’s compensation system.
8. Once the offer package has been approved by Human Resources, the hiring manager may make a verbal offer to the candidate of choice.
9. Once the verbal offer is accepted, Human Resources will create the official offer letter.
10. The background check process (if needed) begins once the candidate has accepted the official offer letter through Oracle.

For a more detailed guide, please visit the [Policies and Procedures for Recruitment and Hiring](#) webpage.

[Step-by-Step Hiring Process Flowchart](#)