



This Guide Will Help You:

1. Plan Y

Step 1 Plan Your Staffing Needs

Step 3

Step 5 Interview Candidates

Conduct a professional interview:

Select a quiet, private area to conduct the interview.

Schedule interviews with an appropriate amount of time set aside, between 30 and 90 minutes.

At the start of the interview, introduce yourself and put the candidate at ease. Initiate small talk to help the candidate feel comfortable.

Be a knowledgeable interviewer; briefly describe the University and the job.

Close the interview by letting the candidate know the process's

next steps. (The following are some examples of closing statements.)

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Step 7 Onboard New Hire

Prepare for New Hires Start:

Refer to Onboarding Program Guides

Complete network access with IT by creating a Help Desk ticket, which can be found on the IT website.

Request key and building access by completing a Building Access & Key Control form, which can be found on the Facilities