**INTERVIEWING & HIRING PROCESS**

**University of Houston**

Equal Employment Opportunity laws mandate that employers maintain an interviewing and hiring process that is fair and equitable to all qualified applicants. Once a candidate is selected, hiring managers must be able to document that a systematic process was followed:

* Benefits-eligible positions must post a minimum of five days.
* Multiple candidates should be interviewed.
* For consistency, all candidates must be asked the same questions and the responses should be documented.
* An evaluation (scoring/metric) form must be used for each candidate.
* The selected candidate references should be contacted and the responses documented.
* If the position is security sensitive, a Criminal History Records Investigation (CHRI) should be finalized before an official job offer is made.
* Human Resources must approve the request for offer (RFO) via UH online job system (OJS) before an official job offer is made.
* A compliance checklist form must be completed and submitted with the RFO via OJS.
* Only official UH Job Offer letter templates may be used to make an official job offer. Please contact your Employment Representative if a suitable template is not available.

**For audit purposes each hire via OJS must have a complete hiring packet. The hiring packet will consist of documentation for all interviewed candidates, hiring packet will include:**

* Completed Compliance Checklist Form
* Applicants screening criteria
* Completed phone screen forms (if applicable)
* Candidate selection criteria’s (standards for selecting an applicant to interview)
* Interview questions with candidates responses (follow-up questions may be necessary)
* Evaluation standards for candidates being interviewed (scoring/metric)
* Candidate reference checks
* Resumes for all interviewed candidates
* Job offer letter for selected candidate

Hiring packets must be filed within the hiring department for *two (2) years from the position fill date (fill date according to OJS).*

**COMPLIANCE CHECKLIST FORM**

The compliance checklist form is used by Human Resources to confirm that a fair and consistent interview and selection process was conducted. This form must be attached under the job compliance folder tab (JCF) along with the request for offer (RFO).

Date: Click here to enter a date.

Job Title:

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| --- | --- |
| Posting Number:       | Position Number:       |

Interviews Conducted by:

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Candidates Interviewed:

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Selected Candidate:

*My signature indicates that a hiring packet has been completed for this position and will be filed within the hiring department for two (2) years from the position fill date (fill date according to OJS).*

Hiring Manager (print)Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*or hiring manager designee*)