

## **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 show via documentation that a systematic process was followed:

- Benefit eligible positions must post a minimum of five days.
- Multiple candidates should be interviewed.
- For consistency purpose, all candidates are to be asked the same questions and 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 simultaneously with the RFO via OJS.
- Only UH Job Offer letters may be use to make an official job offer.

**For auditing purpose 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:**

- ✓ Compliance Checklist Form
- ✓ Screening selection criteria
- ✓ Interview questions
- ✓ Interview questions with responses from interviewees
- ✓ Applicant log
- ✓ Reference checking criteria
- ✓ Reference checks
- ✓ Final selection criteria
- ✓ Job offer letter

Hiring packets must be filed within the hiring department for two (2) years from the request for offer approval date.

**COMPLIANCE CHECKLIST FORM**

The compliance checklist form is used by Human Resources to confirm a thorough hiring process was conducted. This form must be attached under the job compliance folder tab (JCF) simultaneously with the request for offer (RFO).

Date:

Job Title:

Posting Number:	Position Number:
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Interviews Conducted by:


Candidates Interviewed:


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 request for offer approval (RFO) date.*

Hiring Manager (print)

Signature