Recruitment and Selection Guidelines
The following outlines the general guidelines to assist a hiring manager through the recruitment and selection process for staff positions.

Step 1: Recruitment Request
✓ Work with your Department Administrator to determine whether you would like to recruit for a regular position and/or use All*Temps to find a temporary replacement. To begin the recruitment process, you and/or your Department Administrator must complete a request via PittSource, the online employment system, which includes receiving all necessary department approvals.
✓ After the request is processed, the position will be posted on the Office of Human Resources (‘OHR’) website for a minimum of five (5) working days. Positions that remain open for twelve (12) months will expire. The position must be resubmitted with the proper approvals to be reopened.
✓ The OHR Employment Specialist (ES) assigned to your department can assist you in developing a comprehensive recruitment strategy, which can include prescreening prospective candidates, providing advice on additional advertising options, developing a diversity initiative, and assisting in developing interview questions.

Step 2: Interview Process
✓ The ES can assist you in developing the interview questions that would determine whether a candidate has the qualifications and necessary skills and abilities for the specific position.
✓ Interviews must be conducted confidentially. A minimum of three (3) individuals should be interviewed.
✓ The attached Interview Guide may be used as a resource of general questions that can and cannot be asked based on legal considerations. The ES will be able to incorporate the appropriate questions while assisting you in either prescreening candidates or developing interview questions.
✓ Treat all applicants the same, which includes allotting the same amount of time for each individual and asking each the same set of questions.
✓ Each interviewed candidate must apply for the position via the PittSource system.
✓ An internal candidate is eligible to apply and interview if the employee has completed twice the provisional period for the employee’s current position, unless the employee has received a waiver.
✓ IMPORTANT NOTE: During this stage of the recruitment process, the interviewer must NOT discuss a specific salary or create an expectation for the candidate to be paid a certain salary regardless of your funding/budget capabilities. There are specific salary guidelines outlined in the Staff Classification System that must be adhered to, especially as it applies to internal transfers/promotions. It is permissible to inquire about the candidate’s salary requirements and inform the candidate about the ‘minimum to midpoint’ range for the position.

Step 3: Selection and Salary Approval
✓ Once you have identified the successful candidate, confer with your Department Administrator to process the selection through your respective Department’s approval process via PittSource.
  o Three (3) references are required in order to complete this process, two (2) of which must be professional
✓ OHR will assist in determining an appropriate salary to offer the successful candidate, by following the salary guidelines and reviewing relevant education and work experience. Therefore, it is imperative to confer with your Department Administrator.
✓ Generally, the University will offer a candidate between the minimum and midpoint of the respective pay range. A request that deviates from this practice must be approved by the appropriate Senior Administrator in your Department and OHR prior to extending an offer.
✓ IMPORTANT NOTE: ONLY AN OHR REPRESENTATIVE MAY EXTEND AN OFFER!!! OHR performs due diligence prior to extending an offer which creates consistency in our hiring practice.
✓ After an offer is extended and accepted, a start date will be established and orientation scheduled.