LONGWOOD UNIVERSITY
HIRING MANAGER TOOLKIT

PURPOSE: To provide procedures related to the recruitment and selection process for Hiring Managers of Longwood University and provide the tools necessary to ensure and maintain compliance with federal and state laws and regulations.

INSTRUCTIONS: Allow the steps below to serve as a guideline through the recruitment process.

STEPS FOR HIRING MANAGER	TIPS & TOOLS
Position is vacated ➤ Send completed Separation Request and Separation Checklist to HR ➤ Review position for any changes – if significant, contact Shannon Meador at extension 2466 or meadorse@longwood.edu	Employee separation: • Separation Request and Checklist
Begin recruitment ➤ Submit electronic Recruitment Request and EWP/position description in Hirezon (Academic Affairs departments submit a paper Recruitment Request to the Office of the Provost)	Recruitment: • Employee Work Profile (classified) • Administrative/Professional Faculty Job Description
HR sends draft ad for your review (if job details not entered appropriately during submission of Recruitment Request) ➤ Review and provide feedback to HR ➤ Approve for posting ➤ HR will post ad on job site(s)	Recruitment Process Guidance – see Employment
Review applications/resumes/CVs ➤ Complete screening matrix based on criteria in advertisement ➤ Submit screening matrix to HR ➤ Advise HR when to remove ad ➤ **If candidate has a blue or yellow card contact HR (classified only)**	DHRM Policy – 2.10 Hiring See Policy Guides • Hiring Veteran's Preference • Hiring Members of the VA National Guard • Hiring Surviving Spouse or Child • Treatment of Veteran Related Questions on State Application
HR reviews and approves screening matrix **before** interviews are scheduled	Longwood Policy – 2046 Recruitment and Selection
Interviews ➤ Select diverse Interview Panel and send to HR for approval ➤ Create interview questions and send to HR for approval ➤ Schedule and hold interviews ➤ Make impartial selection	DHRM Policy – 2.10 Hiring: Selection Panels
Hiring ➤ Check references ➤ Submit electronic Hiring Report (Should be received in HR a minimum of 10 days prior to the date of hire) ➤ HR extends offer	Note: Ensure the candidate has given authorization, then check references with the current and at least one former supervisor. ➤ Reference Check Questionnaire – available with sample questions
Upload documentation to Hirezon ➤ Screening matrix ➤ Interview notes from each panel member ➤ Reference checks	