**The Hiring Manager’s Role**

**in the Hiring Process**

You have a vacancy. Now what? As a Hiring Manager, you play a significant role in the hiring process and have specific responsibilities to ensure you find the right candidate for your position.

**The Position Description**

* Make sure the position description accurately describes the work of the position and highlights the most important aspects of the work.
* Make sure the position description includes any specialized experience that is required for success in the position.
  + For example, a Senior Applications Developer might need experience in a particular programming language, or an Administrative Officer 3 might need experience in administering a program budget.

**Preparing for a Posting**

* Think about the successful employees who’ve held the position.
  + What did they bring in terms of experience?
  + What did they bring in terms of education and training?
  + Where did these employees come from (internal or external candidates)?

\* Remember, the Minimum Experience and Training (METs) requirements cannot be changed.

* For civil service vacancy-based postings, work with your Agency HR Analyst to review current experience and training (E&T) exams or to create an appropriate exam.

**Interview Panels & Scheduling Interviews**

* Select your interview panel and block off time for potential interviews while your position is posted.

**Interview Questions**

* Make sure you write open-ended questions that encourage discussion of the candidate’s qualification.
* Think about what candidates for your position must **know** and what they must be **able to do** to be successful in the position.
  + For example, candidates for a Fiscal Management Specialist 2 position must **know** accounting and auditing concepts, principles, and practices. They must be **able** **to** assemble, analyze, and prepare reports and statements of financial data.
* Be realistic – the level of the job and the position description must support what it is you’re asking the interview questions to capture.
  + For instance, if you are filling a trainee level position, you should not expect candidates to have a vast amount of work experience. Instead, at the trainee level, you may want to ask questions to capture information on specific coursework that is important to successful performance in the position.

* Think about how much time you or others on your team will have available to bring someone up to speed on the functions of the position.
  + Do you believe there are candidates who can do the important work of the position from day one with little guidance? Or will some amount of training be required regardless of who is selected for the position?

**Selection**

* Once you and the panel have made a selection, work with your Agency HR Analyst to determine next steps.

**Onboarding your New Employee (Prior to Start Date)**

* Make sure your new employee is aware of first day particulars such as:
  + Start date and time
  + Where to report
  + Where to park
* Make sure they have a clean work space with necessary supplies and equipment.
* Arrange for IT access and equipment as necessary.
* Arrange for badging and building access as necessary.

**Onboarding your New Employee (Once Employee Starts)**

* Set time aside to orient your new employee.
* Complete Onboarding Checklist.

**Training Plan**

* Even the highly experienced candidates will encounter a learning curve in a new position. Create a training plan to meet your new employee’s needs.
* Think about your expectations for your new employee and how you will help them to meet those expectations.
* Think about if there are members of your team who can help with training your new employee.
* Think about how and how often you will connect with your new employee to provide feedback.