



## Hiring & Selection Timeline

*During the hiring and selection process there are many critical steps to consider to ensure you hire the most qualified, best-fit candidate for your position. Therefore it is important to invest time in this process and make it a priority. The timeline below outlines the necessary steps to successfully hire a candidate from start to finish.*

### 4 Weeks Prior to Posting:

- Create/Revise Job Analysis Questionnaire (JAQ) for position.
- Submit the JAQ to HR Compensation for approval and classification/re-evaluation/update. (Average turnaround time is 1-2 weeks.)

### 2 Weeks Prior to Posting:

- Contact your dedicated Career Employment team to discuss advertising options and develop plan.
- Determine who will be involved in each step of the selection process for the position.
  - Application review
  - Phone interviews
  - Personnel file review (if applicable)
  - In-person interviews (including panel)
  - Reference checks
- Request interview (phone and/or in-person) and reference check guides from your Employment Consultant.

### 1 Week Prior to Posting:

- Create a success profile for your “ideal candidate” for the position.
- Create/Refine a job requisition in UK’s Online Employment System (OES).
- Gather feedback from supervisor, incumbent, and any relevant co-workers to ensure the job requisition highlights the necessary information/job details to attract applicants with the desired skill set.

### 1 Day Prior to Posting:

- Submit job requisition in OES. (Job requisitions submitted prior to 10am will be posted the following day. Job requisitions submitted after 10am will be posted two business days later.)
- Confirm posting duration. (Job requisitions must be posted a minimum of 7 calendar days; however, HR Career Employment recommends expanding the posting period to include a minimum of 2 weekends.)

### During Posting:

- Block off time for all members involved in the selection process as applicable. (Time estimates vary on the number of applicants referred.) Consider:
  - Application review (3-6 hours)
  - Phone interviews (5-8 hours)
  - Personnel file review (1-2 hours)
  - Panel orientation, if applicable (1-2 hours)
  - In-person interviews (5-8 hours)
  - Data Integration, if applicable (2-3 hours)
  - Reference checks (1-3 hours)
- Finalize phone and in-person interview guides with your Employment Consultant.

### 1 Day After Posting Deadline:

- Work with your Employment Consultant/Specialist to determine appropriate referrals.
- Review application materials for referred applicants. (HR Career Employment best practice: Use the “Application Review Checklist” tool.)
- Determine top applicants to receive phone interviews.
- Review personnel files for any current or previous UK employees that have been identified as a top applicant. (This step can also be completed prior to in-person interviews or extending an offer.)

### 4 Days After Posting Deadline:

- Call top applicants to schedule phone interviews. (Average phone interview takes 30 minutes.)

### 1 Week After Posting Deadline:

- Conduct phone interviews.
- Schedule panel orientation for all members involved in in-person interviews, if applicable.

### 2 Weeks After Posting Deadline:

- Determine top candidates to bring in for in-person interviews.
- Conduct panel orientation, if applicable.
- Contact top candidates to schedule in-person interviews. (HR Career Employment best practice: Send confirmation e-mail to candidates regarding interview details.)
- Contact candidates who completed a phone interview, but who were not selected to move forward in the process.

### 2 ½ Weeks After Posting Deadline:

- Conduct in-person interviews.
- Evaluate and rate each candidate individually on the major job responsibilities of the position.
- Schedule data integration session for all members involved in in-person interviews, if applicable.
- Finalize reference check guides with your Employment Consultant.

### 3 ½ Weeks After Posting Deadline:

- Conduct data integration session, if applicable.
- Identify top candidates.
- Conduct reference checks on top candidates.
- Review personnel files for any current or previous UK employees that have been identified as a top candidate. (This step is only necessary if not previously completed prior to phone interviews.)
- Select most qualified, best fit candidate.

### 4 Weeks After Posting Deadline:

- Complete a Salary Recommendation Form on selected candidate and obtain appropriate approvals.
- Submit Salary Recommendation Form to HR Career Employment for final approval.
- Extend offer to candidate once Salary Recommendation Form has been approved by HR Career Employment. (The offer is contingent on pre-employment screenings, if applicable.)
- Contact HR Career Employment once candidate has accepted the offer to initiate pre-employment screenings, if applicable. (Average turnaround time is 3-5 business days.)
- Contact candidates who completed an in-person interview, but were not selected for the position.
- Communicate selection of new team member to department. (HR Career Employment best practice: Thank your panel members for their help with the hiring and selection process.)

### Prior to Candidate's First Day of Employment:

- Prepare and coordinate for the candidates first day of employment.
  - Access to all necessary systems/area
  - Desk/Work area
  - Dress code/Uniform information
  - New Hire Paperwork (HR best practice: schedule prior to first day of employment to allow computer access on first day.)
  - Parking information
  - Training plan for first couple of weeks (i.e. New Employee Orientation, SuperVision, SAP, department and position specific processes, etc.)

### Candidate's First Day:

- Introduce new team member to entire department.
- Schedule one-on-one meetings with new team member 30 and 90 days from start date.
- Complete Payroll Authorization Record (PAR) and submit to HR Compensation.
- Enter turn down reasons/dispositions in OES for applicants who were referred but not selected.

*Congratulations, at this point you have successfully completed the hiring and selection process for your position! To request a customized timeline or if you have any questions, please contact your dedicated Employment team at [HiringEnhancement@uky.edu](mailto:HiringEnhancement@uky.edu).*

**For additional assistance, please contact a member of your HR Employment Team:**  
<http://www.uky.edu/hr/employment/hiring-officials/hiring-enhancement-program>