

Support for hiring officials

HR Employment Consultants provide a range of valuable services to hiring officials within the University and the UK HealthCare Enterprise. These customized services are designed to support hiring officials in implementing hiring and selection best practices.

Preparing for Posting

- Discuss upcoming vacancies and strategies to fill, including proactive recruiting efforts
- Coordinate job posting details and advertising, as well as help developing a Success Profile
- Develop a search timeline with milestones, from initial posting through offer

Supporting Success in the Selection Process

- Utilize Integrated Employment System (IES) features to enhance application review
- Provide guidance and tools for conducting successful interviews
- Customize interview guides with behavior-based questions (phone, Skype, in-person, reference)
- Prepare the panel for success prior to interviews

Closing the Search

- Facilitate conversations to determine a recommendation for hire
- Discuss hiring proposal and offer process
- Share offer letter templates and discuss best practices when extending a job offer
- Recommend best practices for communicating with candidates not selected

In addition to the above services, HR Employment Consultants can also help facilitate customized trainings for your department's unique needs, and additional training opportunities such as Behavior-Based Interviewing and Mitigating Bias.