**Helena College Hiring Plan **

*This completed form is to be submitted to Human Resources prior to recruitment*

**Position: Reports to:** Click or tap here to enter text.

**It is important that all employees know why their position is important and how it adds value to Helena College. Briefly describe how this position fits into Helena College’s** [Strategic Goals](https://helenacollege.edu/abouthc/institutional_research/strategic_planning/default.aspx):

|  |
| --- |
| **This position is responsible for** |

**Type of Position:** [ ]  Academic Year, [ ]  Full Year, [ ]  Full Time, [ ]  Part Time

**Index:** Click or tap here to enter text.

**Has the position description been approved for recruitment**? [ ] Yes, [ ] No

**Selection Committee:**

* Select members from cross-programmatic areas
* Diversity in Helena College Community (*Staff, Faculty, Director)*
* Should have at least 3 members

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Proposed Schedule:** Please be aware that it takes time to schedule interviews. From review due date to first interview please allow 3 to 4 days. Allow for more time if are requiring a presentation.

|  |  |
| --- | --- |
| **Announcement Posted** | Click or tap to enter a date. |
| **Announcement Closed** | Click or tap here to enter text. |
| **Application Review Due Date** | Click or tap to enter a date. |
| **Interviews Scheduled**  | Click or tap to enter a date. |
| **2nd Interview (if necessary)** | Click or tap to enter a date. |
| **New employee begins** | Click or tap to enter a date. |

**Fit:**

In the box below, write a brief paragraph explaining what you are looking for in the ideal candidate. Describe the behaviors and skills.

|  |
| --- |
| **A qualified applicant would have (be specific):** |
| Click or tap here to enter text. |

You may include any of the following processes and choose to not use them if there is no need (few applicants, few qualified applicants, etc.) You **may not** add them after you have begun the screening process.

**Required Application Material:** *Only mark the relevant required information*.

|  |  |  |
| --- | --- | --- |
| [ ]  **Cover letter** | [ ]  **Resume** | [ ]  **Transcript** |
| [ ]  **Supplemental Question** | [ ]  **Professional References** | [ ]  **Other** |
| **If Supplemental Question or Other is required, please describe in the below box.**  |
| Click or tap to enter a date. |

**Ranking/Scoring Qualified Applicants:**

|  |  |
| --- | --- |
| **Education and/or Experience:** | Click or tap here to enter text. |
| **Knowledge, Skills, & Abilities:**  | Click or tap here to enter text. |

[ ]  **Phone Interview** (*Optional)***:**

|  |  |
| --- | --- |
| **Question:** | **Model Response:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

[ ]  **In Person Interview:** The interview committee will conduct face to face interviews of those applicants advanced to this step. If the candidate is unable to travel to Helena a Skype, WebEx, or Phone Interview could be conducted.

* Recommend no more than 6 to 8 questions
* Provide Skills and Behaviors
* Questions need to be job related

The below questions will be asked of each applicant.

|  |  |
| --- | --- |
| **Question:** | **Model Response:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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[ ]  **Presentation Required** (*Optional)***:**

|  |  |
| --- | --- |
| **Topic:** | Click or tap here to enter text. |
| **Time Limit:** | Click or tap here to enter text. |
| **Criteria:** | Click or tap here to enter text. |

[ ]  **Open Forum** (*Optional)***:**

[ ]  **Final Interview,** (*Optional)* **with:** Click or tap here to enter text.

**Hiring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assistant/Associate Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean/CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference Checks:**

Supervisors will conduct the employment reference checks. The checks should be conducted with the applicant’s current and past supervisors whenever possible. Three references are ideal. All reference checks need to be documented.

1. What was your professional relationship with\_\_\_\_\_\_\_\_\_\_\_\_ and did you directly supervise or work alongside him/her at any point in time?

Click or tap here to enter text.

1. What can you tell me about \_\_\_\_\_\_\_\_\_\_\_’s experience and skills? What specific strengths and weaknesses did you observe?

Click or tap here to enter text.

1. What kind of relationship did \_\_\_\_\_\_\_\_\_\_\_\_have with internal/external customers (including co-workers). Did he/she work well in teams or workgroups?

Click or tap here to enter text.

1. Would you (re)hire \_\_\_\_\_\_\_\_\_\_for a position in your agency or firm if one became available?

Click or tap here to enter text.