**Recruiting Process for OSU-Tulsa**

**Recruiting Best Practices**

* **Partner with your HR Consultant before beginning the hiring/interviewing process. Your consultant can assist you with finding the best fit candidate and assist with navigating through potential legalities and various situations.**
* When creating job descriptions, determine what is essential and required for the position versus what is preferred. For example, if a degree is preferred but not required, put that in the job description. If not, it might limit the pool of applicants.
* Update job descriptions and highlight new duties; put % of time for each duty or responsibility
* Review applicant information by using the Snapshot Feature on the Talent Management Website.
* Review applicants’ previous salary information to ensure we can even offer them something within our budgetary guidelines.
* If possible, interview applicants as they apply for the posting. Waiting to close out the posting may result in best-fit-applicants accepting other offers due to a lengthy recruiting process.
* Keep interview questions consistent for all applicants for the same position.
* Do not ask questions relating to age, race, color, religion, sex, national origin, veteran status, arrest record, bankruptcy and credit affairs, citizenship, disability, height and weight, and marital status, or childcare arrangements.
* Focus on job experience and cultural fit of applicants.
* Use a spreadsheet and list all applicants to rank the best fit candidates based upon education and experience. Make notes next to their name regarding education and experience.
* Asked behavioral based questions.
* Listen to applicants more than speaking.
* Interview internal candidates, even if not qualified.
* Interview a pool of applicants. As a rule of thumb, interview at least 5 applicants for every 20 applicants reviewed.
* HR will contact applicants regarding the offer and salary. When considering bringing on an applicant, think about where your current team members are at salary wise as well as the applicant’s experience and education.