TEXAS TECH UNIVERSITY | HEALTH SCIENCES CENTER™

New Online Course for Hiring Managers from the Division of Human Resources

Mastering the Hiring Workflow: A Comprehensive Guide

In today's dynamic business landscape, effective talent acquisition is paramount to the success of any organization. The "Mastering the Hiring Workflow" course is designed to equip new hiring managers with the essential skills and knowledge required to navigate the complex journey of attracting, evaluating, and selecting top-tier candidates.

Course Overview: This comprehensive computer-based training (CBT) program delves into every stage of the hiring workflow, from initiating the hiring process to ensuring proper document retention. Participants will gain a deep understanding of each step and its significance within the broader context of talent management. This training also clearly delineates the responsibilities of the hiring manager and their campus HR team.

Course Modules:

1. Introduction to the Hiring Workflow:
- Understanding the importance of a structured hiring process
- Overview of the key stages and their interdependencies

2. Preparing and Submitting the Job Requisition:
- Identifying staffing needs and justifying the role
- Crafting clear and compelling job requisition documents
- Navigating BrassRing

3. Posting the Job Advertisement:
- Partnering with HR to post the job on platforms that will attract applicants
- Understanding the legal requirements for all job postings

4. Screening Applicants:
- Developing effective applicant screening criteria
- How to use the Applicant Scoring Matrix to create transparency in the screening process
- Ensuring fair and unbiased applicant evaluation
- Understanding of the Veteran and Former Foster Youth preference
- Understanding what to look for in each application

5. Preparing for the Interview:
- Designing interview formats based on job requirements
- Developing job-related interview questions
- Understanding the different interview question types and what to look for in each answer

6. Conducting the Interview:
- The interview flow and tips on how to conduct an effective job interview
- Active listening and the STAR technique
- Evaluating candidates' skills, cultural fit, and potential
- Drafting interview notes

7. The Offer Route:
- Generating the Offer Outline Form in BrassRing
- Basic guidance on proposed salary based on experience

8. Document Retention Policies:
- Understanding legal requirements for document retention
- Safeguarding candidate information and privacy