

**Helpful Tips for Hiring Managers:**

1. Consider all routed/screened resumes carefully
2. Review the candidate's qualifications and compare them to the minimum requirements listed in the job posting; only qualified candidates should be interviewed
3. Internal employees should be given priority for an interview
4. When scheduling the interview with the candidate, please inform them via email of all information pertaining to the interview (i.e. Location address, interviewer's name, phone number, room number, and the position for which they are being interviewed)
5. Provide the candidate with a copy of the job description and posting that describes the expectations of the position and salary requirements
6. Once you have selected the candidate, please work with your Human Resources Department on next steps
7. Only Human Resources is authorized to make an offer of employment to the selected candidate. Please do not extend any offers of employment or discuss salary information with your desired candidate

**Please contact your local HR Department if you have any questions.**