

Hiring Excellence Best Practices

- Plan ahead
- Conduct pre- and post- interview search committee meetings
- Establish reasonable timeframes for the search
- Adhere to Talent Acquisition Partner (TAP) timelines
- Partner with TAP to write a compelling job advertisement.
- Encourage internal candidates to apply for roles
- Communicate with internal candidates
- Partner with TAP to communicate with candidates timely
- Prepare for interviews
- Inform HR if candidate mentions the need for accommodation
- Send pre-interview information to candidates
- Know how to use reference data
- Partner with TAP to request an employee file review of any current Mines or other State of Colorado employee
- Offer a realistic job preview
- Represent Mines in a positive way
- Share your “Why Mines”
- Consider Knowledge Skills Abilities and Other Attributes (KSAOs) as you draft the position description (PD), draft interview questions and screen candidates
- Create a list of non-selected candidates who could apply for other positions at Mines
- Hire the candidate who will move your department forward

Other Recommended Articles:

- Best Practices <https://www.forbes.com/sites/forbeshumanresourcescouncil/2023/01/04/interviewing-etiquette-101-15-best-practices-for-hiring-managers-and-headhunters/?sh=67d0fa8621be>
- Interviewing Tips: <https://www.jazzhr.com/blog/interviewing-tips-for-managers/>