



UNIVERSITY OF HARTFORD

Human Resources Development
200 Bloomfield Avenue
West Hartford, CT 06117
Fax (860)768-4732
www.hartford.edu/hrd

To: **HIRING MANAGER**

From: Human Resources Representative

Date: April 8, 2009

Re: Hiring Process

HRD has received your approved requisition for the position of **TITLE**. The Budget Office has determined that this position can be filled on or after **DATE**. The maximum budgeted salary that can be offered to fill this position is **AMOUNT**.

Please be reminded that any proposed salary offer which exceeds the midpoint of the salary range is an exception to University policy, and subsequently requires written approval of the appropriate Officer indicating the bona-fide business reason for the exception. Please also note that ALL candidates must complete an application for employment, prior to being interviewed, this includes internal candidates.

HRD has created a **Hiring Packet for Managers**, which provides detailed information regarding the University of Hartford's hiring process. This packet is located on HRD's website at <http://www.hartford.edu/hrd/forms/forms/HiringPacket.pdf> and includes helpful hints on interviewing, acceptable and non-acceptable questions you may ask potential candidates, as well as other useful tools to assist in filling your vacancy. We encourage you to take the time to review this information so you have a better understanding of the process ahead of you.

Please be advised that, based on federal Equal Employment Opportunity (EEO) requirements, employers must retain documentation supporting all of their hiring decisions. Therefore, HRD requires that you document your interviews in a manner that will provide you with specific details about each candidate by completing a Staff Search Summary Log. At the closing stages of your job search process, you must submit a completed Staff Search Summary Log to HRD for retention in the appropriate files. This log can be located on pages 12-13 of the Hiring Packet for Managers.

If you have any questions regarding the University's hiring process, please feel free to contact your designated Human Resources Representative.

Thank you and good luck!