

MEMORANDUM**Date:** October 25, 2022**To:** Academic Unit Heads, Experiment Station Directors, and Extension Directors**From:** Erin Korte, Coordinator, Personnel Operations**Subject:** Hiring Best Practices

I created a Hiring Best Practices document that was shared with all Business Managers/Officers at the September Business Officer's meeting and now would like to share with all of you.

This document was created to help "summarize" best practices to increase the effectiveness of job postings and increase the quality and diversity of applicant pools by including more underrepresented applicants. This was created with all recruitments in mind, Faculty, Postdocs, and Staff. The project included Kim Ramey (Human Resource Consultant), Jeff Ratje (Associate Vice President, Finance Admin. Operations, ALVSCE), Eva Romero (Agriculture Extension Technical Writer), and me. We shared the document and received feedback from ALVSCE Staff Council, ALVSCE Faculty Council, ALVSCE Diversity and Inclusion Council, and Human Resource Leaders.

This document was created to help bring various ideas from the multiple UArizona Recruitment documents and incorporate research on Recruitment focusing on Job Description, Advertisement Strategies, Salary Ranges, Interviewing, Onboarding and Orientation. This is a different approach to Recruitment that is normally shared. This is focused on generating applicants from a diverse pool of candidates and helping our positions stand out in a competitive job market.

This guide is a supplement to the guidance that [Provost Faculty Affairs](#) provides strictly for faculty searches.

Please review the document posted on [Compass](#) – Leaders & Supervisors - [Hiring & Onboarding](#) – Posting a Position – [ALVSCE Recruitment Guidelines](#). Please share the information with any upcoming Search Committees and supervisors as needed.