

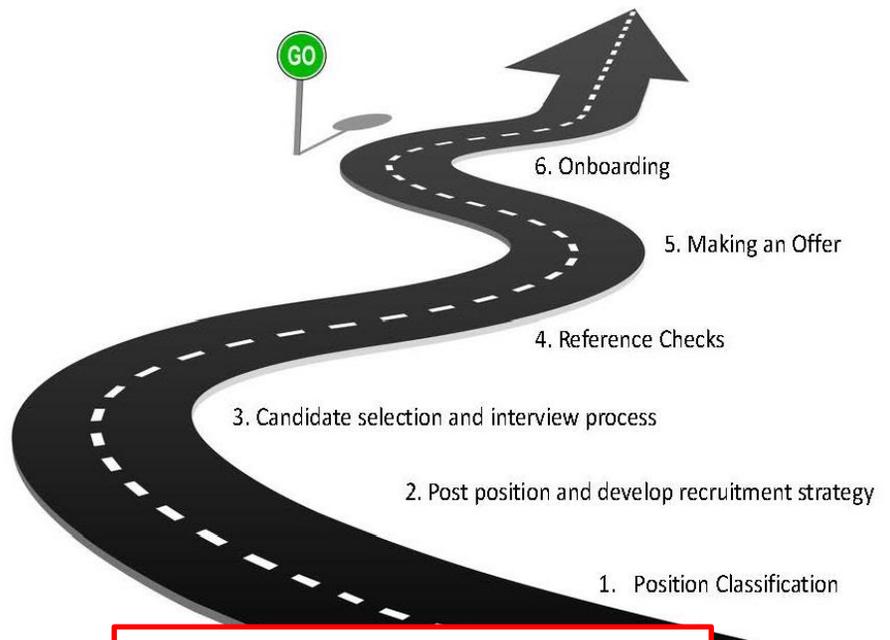
Hiring

Introduction

Hiring the right individual for the right position is the first step in creating a strong functional area and high performing team. As your department evolves, the ability to attract and hire the most talented individuals with highly desired skill sets will become increasingly important. At SPH, People Services is committed to helping you recruit, hire, and onboard top talent. This section is divided into four sections, listed below, and discussed sequentially.

Four key elements to a successful hiring process:

1. Accurate position classification
2. Effective recruitment strategy
3. Making a competitive offer
4. Successful onboarding



Helpful Links

- [BU Human Resources](#)
- [BU Career Center](#)
- [Hiring at BU](#)

TIP: Maximize the expertise of People Services early in the hiring process to implement creative recruiting strategies.

Hiring

1. Position Classification

A position description is the foundation of the classification process as it serves as the primary tool used to accurately define the current responsibilities and required skill sets of a position. The position description is also used by Compensation to determine an appropriate salary grade and recommended hiring range based on market data and internal equity. If you are creating a new position or making changes to an existing position, an up to date position description must be submitted to People Services along with a People Action form to initiate the position classification process. People Services can work with you to provide a detailed position description as needed.

A well-written position description:

- A. Clearly and accurately communicates the primary purpose and responsibilities of a position in the position summary
- B. Outlines essential functions, specific key responsibilities performed and methods used to complete these duties
- C. Defines the minimum qualifications needed to effectively perform the job
- D. Informs compensation decisions and is essential for recruitment, training and performance evaluation

Position classification takes two weeks or longer to review with compensation. Please reach out to People Services as soon as a hiring need is identified.

Helpful Links

Position Description Form (*link coming soon*)

People Action Form (*link coming soon*)

[Job Description Writing Tips](#)

[Compensation](#)

[Writing Position Descriptions](#)

TIP: Be specific when describing a position's essential functions and key responsibilities. Provide more information, not less.

Hiring

2. Recruiting

Hiring the right people for the right position is the most important part of the hiring process. A well-structured recruitment and selection process is critical to hiring top talent both effectively and efficiently. At SPH, People Services and our designated Talent Acquisition Specialist will work with you to develop a recruitment strategy that outlines your recruitment needs and goals, establish an interview process, identify members of the interview team, and create behavioral interview questions specific to the position-

A targeted recruitment strategy can create a broad and diverse pool of highly qualified candidates which is essential when hiring the most talented individuals. This starts with posting positions on specialized job boards, journals, and associations specific to your field.

Hiring managers will receive resumes from the Talent Acquisition Specialist through SilkRoad Recruiting. Candidates for centrally funded positions must be interviewed by People Services. The Talent Acquisition Specialist needs to interview all finalists to ensure candidates complete an employment application, Conflict of Interest form, Disclosure and Acknowledgement for background checks, and a Release and Authorization for background checks at the time of their interview. Reference checks must be completed prior to making a hiring recommendation, and can be conducted by the Talent Acquisition Specialist.

All positions must be posted for at least five business days before an offer of employment can be extended.

Helpful Links

[Fill an Open Position](#)

[SilkRoad Recruiting](#)

[Employment Application and Forms](#)

[Employee Background Checks](#)

[Conflict of Interest](#)



TIP: Behavioral interviewing is a technique aimed at predicting future performance based on past behavior in similar job-related situations.

Hiring

3. Making an Offer

Our goal is to attract and recruit exceptionally talented individuals to join SPH who are motivated and mission driven. We strive to provide a fair, equitable and competitive compensation.



1. All offers must be discussed with People Services and the Talent Acquisition Specialist once a final candidate has been selected.
2. Offers of employment can only be made after the position has been posted for five business days, all required interviews have been conducted and reference checks are completed.
3. An Offer Details form and Applicant Flow Log must be submitted to the Talent Acquisition Specialist with a desired start date. This information is used to extend a formal offer to the candidate.
4. Offers of employment can only be made by Human Resources and are contingent upon successful completion of a background check. This includes past employment verification and academic credential verification.

Helpful Links

Offer Details Form (*link coming soon*)
Applicant Flow Log (*link coming soon*)
Job Offers – BUHR (*link coming soon*)

TIP: Maintain contact with your top candidate and show continued interest in his or her candidacy throughout the hiring process.

Hiring

4. Onboarding

Starting a new job can be both exciting and overwhelming. Our goal is to provide a consistent experience where new hires feel welcomed, valued and set up for success. Successful onboarding allows an individual to quickly become engaged, assimilated and impactful both in their role and across SPH.

A new streamlined onboarding system, Red Carpet, has been implemented to simplify the process of granting BU email, employee self-service, wireless and VPN access.

Employees automatically receive their account creation invitation to their personal email account once they are officially hired into BU. Managers will receive email notifications of account setup reminders, successful setups, and I-9 reminders.

Managers are responsible for welcoming new employees to the BU community, guiding them through the administrative steps, and assist in acclimating to both the Medical and Charles River Campuses. As a manager, you want to make your employee feel appreciated. It is your responsibility to facilitate their seamless integration to SPH, and make sure they have all the tools and information needed to hit the ground running.

Employees are required to attend orientation on their first day of employment. Orientation covers the University resources available to new employees as well as eligibility for benefits. Orientation is held on Mondays at 9am at the Medical Campus Human Resources office, 801 Massachusetts Avenue, Crosstown Center, Suite 400.

Helpful Links

[Onboarding](#)

[I-9 Process](#)[Red Carpet](#)

[New Employee Resources](#)

[Access to BU Resources](#)

[Orientation](#)

[Orienting Your New Employee](#)

TIP: Provide a welcoming environment for your new employee by planning for their arrival so they feel valued and set up for success.