

**Recruitment and Staffing (Grades 29+/E+)**

**For more information contact:**

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**Advertising strategy (beyond Inside Higher Ed and HERC)** –Development of job posting site list with price and assistance with the development of ad content

**Development of Search Strategy** – Creation of search strategy, including ad strategy, target organization and title list, screening questions and proposed timeline for execution

**Stakeholder Meetings** – Information gathering meeting with Hiring Manager and other key direct reports and/or colleagues to review and prioritize desired skill set and competencies

**Research and Sourcing** – Develop list of target organizations and individuals as potential sources of referrals and/or candidates

**Identification and Recruitment of Candidates** – Review of PeopleAdmin applicants and proactive recruitment of passive candidates

**Communication Strategy with Applicants** – In keeping with timeline, development of ongoing communication plan for all applicants **(**screened, selected for interview and rejected**)**

**Qualifying Questions** – Development of behavioral based screening questions (used for phone screens and interviews) based on job description from PIQ

**Phone Screens** – Phone screen and presentation of qualification against job specification to hiring manager

**Presentation of Weekly Candidate Report** – Weekly chart with update on all active candidates

**First Round Interviews** – Participation in first round interviews, assistance with development of interview questions, interview format and ranking criteria

**Management of References** – Contact all references, provide written report to **H**iring **M**anager

**Interviews Finalist Candidates** – Participate in final round interviews

**Relocation Discussion** – Facilitate relocation assistance with University relocation vendor