**Interview Process**

1. Once the Request to Advertise Form and draft announcement has been approved, develop criteria for screening applications and interview questions. Hiring manager should determine if a search committee or interview team will be utilized. For more information concerning the difference between the two types of searches, contact the Office of Human Resources (HR) or review HR-1001 Recruitment Operating Procedures.
2. Review applications and conduct interviews as appropriate; however, no contingent employment offer may be extended until all qualified applications have been reviewed, interviews finalized, and the vacancy has closed. For University Support Personnel System positions (USPS) that fall under a collective bargaining agreement, the department must interview at least two (2) internal eligible employees if at least two (2) have applied. If only one (1) such employee applies, the employee shall be interviewed. Internal candidates are still required to meet advertisement requirements. Give special consideration to USPS applicants claiming Veterans’ Preference pursuant to Chapter 295, Florida Statute. Departments should maintain all interview notes, etc., as required by retention requirements.
3. Prepare the contingent employment offer letter (must be on division letterhead) for the final candidate, which must be signed by the President, Provost or appropriate Division Vice President. Once the offer has been accepted by the candidate in writing, the supervisor should contact Walter Leslie, Coordinator, Human Resources for assistance in completing the level II background check process. This action item is typically conducted by FAMU Campus Safety; however, in the interim, HR will facilitate until further notice. The department may continue to move forward with the pre-employment process as outlined on the New Employee Checklist.
4. Prepare the Personnel Action Request (PAR) Form and route through the approval process.
5. Once HR receives the approved PAR along with the other required documents, the employment action will be processed and the department notified.

Forms can be accessed on our HR webpage by clicking the below link:

<http://www.famu.edu/index.cfm?hr&Forms>