

McCormick Hiring Process Guide for Hiring External Contractors (through agency partners)

In an effort to streamline the recruitment for the McCormick School of Engineering, this document has been created to provide a guide for Hiring Managers (HM) when hiring temporary external contractors as there are several elements that differ from NU internal temp or regular employee process.

Please email mcc-staffrequests@northwestern.edu with any questions.

Process Flowchart

Identify a need	<ol style="list-style-type: none"> 1. The hiring manager (HM) identifies a need for an external contractor on a temporary, direct, or temp-to-hire work basis. This need may arise due to project demands, workload fluctuations, or specialized expertise. 2. External contractors are employed through external staffing agencies. Unlike non-student temps and Northwestern temporary employees, external contractors receive compensation from the staffing agency.
Initial Consultation with MCC HR	<ol style="list-style-type: none"> 3. The Hiring Manager (HM) requests a meeting with McC HR to discuss the need for the contractor. This meeting serves as an intake call, during which the HM shares crucial details required for the recruitment process. These details include information about the interview process, role specifics, scheduling, and any unique duties associated with the position.
Engage with Staffing Agency Partners	<ol style="list-style-type: none"> 4. McC HR initiates communication with the staffing agency partners and schedules a meeting. 5. McC HR provides comprehensive information to the staffing agency partner. This includes details about the day-to-day responsibilities, interview process, pay rate, and any other relevant specifics. By sharing these details, the agency can develop an effective recruitment plan tailored to the position.
Candidate Review and Screening	<ol style="list-style-type: none"> 6. The staffing agency partners proactively engage in recruitment efforts. They actively search for suitable candidates, evaluate their profiles, and compile resumes. Once they identify potential candidates, they forward their profiles and resumes to McC HR for further assessment.

	<p>7. McC HR reviews the received candidates' resumes. This step involves assessing qualifications, experience, and alignment with the role's requirements.</p> <p>8. Following the resume review, McC HR conducts screening calls with the shortlisted candidates via Zoom. These calls allow for a deeper understanding of the candidates' communication skills and overall alignment for the position.</p>
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Candidates Selected for Interview	<p>9. The Hiring Manager (HM) selects candidates who meet the position's criteria. These shortlisted candidates are then invited for interviews.</p> <p>10. McC HR assists with scheduling interviews as needed. Their coordination ensures a smooth and efficient interview experience for both candidates and interviewers.</p> <p>11. Before conducting interviews, it is essential to establish evaluation and selection criteria. These criteria guide the assessment process and help identify the most suitable candidate. Additionally, build a comprehensive list of interview questions tailored to the role. These questions should cover various aspects, including technical skills, and behavioral competencies. If you need assistance, don't hesitate to contact McC HR for a list of possible interview questions. They can provide valuable insights to enhance the interview process.</p>
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Selecting Finalist	<p>12. Review interview notes and determine finalist. If a selection committee was involved, collect feedback.</p> <p>13. Indicate the chosen finalist to McC HR to initiate the next steps with the staffing agency. Indicate who else was interviewed and the reasons why they were not chosen for the role. Inform McC HR of the desired start date for the selected candidate. It is recommended to allow a window of two weeks between the offer and the actual start date to facilitate a smooth transition.</p>
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Offer	<p>14. The Staffing Agency handles verbal offers. The candidate accepts and returns filled out Personal Data Form.</p> <p>15. McC HR will submit Personal Data Form for NU Credentials to be generated. Please note, the timeline for a NetID and EmplID varies depending on the workload of HR Ops. Please wait until close to the start date before requesting an update.</p>
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Pre-Arrival and First Day	<p>16. HM sends the contractor a first-day email informing them of the important information for their first day with Northwestern.</p> <p>17. HM requests IT set up from McC IT using the IT onboarding form.</p>
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	<p>18. HM requests a photo from the temp contractor that abides by NU photo ID guidelines. HM uploads a photo and submits the Contractor ID request. Once confirmation is received that the ID is ready, the temp contractor can then pick it up at Norris (photo ID needed).</p> <p>19. CAESAR, myHR, and NUFin systems can all be used by temp contractors – fill out necessary security forms as would happen for a new employee. A Non-NU Employee Security Form must be filled out/signed and included with the completed FFRA or GSA financial security form. Please review Financial guide here, myHR guide here, and CAESAR guide here.</p>
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