**IT Department Hiring Practices**

**Position: Systems Analyst**

Position Background

*Describe why this position has historically been needed in your department. Why is it still needed?*

Position Description

*Use the same text that you use when posting the job.*

Minimum Requirements

*Use the same text that you use when posting the job. Take the time to think about how you might raise the standards for job applicants. What kinds of certifications should you be looking for? Don’t be afraid to ask colleagues around IU or consult with University HR.*

Job Posting Procedure

*Where do you post this particular job? List all the different communications channels you use to publicize the job.*

Search and Screen Membership Requirements

*Who is best qualified to help with the search and screen process. Do not name particular individuals, but rather the job titles and departments where these individuals typically are found. For example, “Student Services Director, SPEA” or “IT Director, University College”. Be sure to describe the process of narrowing down the candidates.*

Interview Procedures

*Describe the interview process. Are interview scripts used? Where are those documented? How long should the interview last? What are candidates required to bring to the interview?*

Post-Interview Procedures

*Describe what should happen after each interview. Is there a debriefing period immediately following the interview? How is each candidate rated?*

Decision Making Procedures

*Describe who has the final decision-making authority. What criteria are used to make the decision?*