

Responsibility of a Hiring Manager

Jane is a manager who will be posting for a new assistant position in her office. She reviewed the job description and wanted to add language that would assist in bringing the best candidate pool for selection. She requested that “special experience” and “preferred qualifications” be added to the posting to include:

- At least two (2) years of experience as a super-user in clinical related databases
- At least two (2) years in physician practice setting, managing appointment and procedure scheduling, phone triage, and voucher completion
- Experience with UCHC policies as relates to travel authorizations and consulting
- Knowledge of IDX web and TESS

Jane was excited to post the new position with these carefully thought out “special” qualifications. She told Alex, a manager in an adjoining office, that she was looking forward to reviewing a pool of candidates that would be truly suitable.

However, later that same day, Alex overheard Jane on a phone call. From what was said, it appeared that Jane was sharing information about the upcoming position, mentioning the special qualifications, and advising to apply for the job because it will only be posted for 3 days and “no-one else will have all those special requirements; you are already my 1st choice”

What should Alex do?

Answer:

The UCHC is an equal opportunity employer. A job posting includes the description, qualifications and requirements related to the knowledge, skills and abilities for the job. Managers do not tailor job descriptions, qualifications or requirements to a specific individual or post a position in a manner that favors pre-identified applicants.

Alex’s concern deserves further evaluation. He should report his concern to his supervisor, or the Compliance Office, Human Resources, or the Office of Diversity and Equity.