

PROCESS OVERVIEW FACULTY, PROFESSIONAL & STAFF RECRUITMENT

Search Checklist (excludes part-time contract faculty, temporaries & service positions)

Task:	Managed by:
<input type="radio"/> Log into HR-TMS and to create or review and update position description. Route request through workflow to Human Resources.	Hiring Department
<input type="radio"/> A Human Resources Partner will review the position description, qualifications and salary range, provide feedback and finalize position description.	Human Resources
<input type="radio"/> Define search committee members and search chair.	Hiring Department
<input type="radio"/> Contact EEO and schedule search committee training.	Hiring Department
<input type="radio"/> Create the posting and develop a recruitment plan. Recruitment sources should focus on attracting a talented and diverse applicant pool.	Hiring Department
<input type="radio"/> Review and approve the recruitment plan, promotional paragraph and recruitment timeframe.	Human Resources
<input type="radio"/> Post position and place all external advertisements.	Human Resources
<input type="radio"/> Job seekers apply online. Staff positions posted for 10 days; Professional positions posted 14 to 90 days; Non-Tenure Line Faculty positions posted 30-90 days or Open Until Filled with a minimum consideration date 30 days out. Tenure Track Faculty positions posted 30 to 90 days or Open Until Filled with a minimum consideration date 30 days out.	
<input type="radio"/> Develop position-specific interview question guides for both phone and in-person interviews to ensure consistency. Consult Inclusive Excellence Hiring Guide: inclusive-excellence-hiring-guide-2024.pdf (bsu.edu)	Hiring Department
<input type="radio"/> Search committee evaluates credentials and screens out non-qualified applicants.	Hiring Department
<input type="radio"/> Review credentials of all minimally qualified applicants in comparison to preferred qualifications.	Hiring Department
<input type="radio"/> <i>Optional:</i> Select top candidates for phone/initial screenings and conduct initial interviews.	Hiring Department
<input type="radio"/> Select at least two candidates for in-person interviews and request permission to conduct in-person/web interviews via TMS. Disposition all candidates except those who are being moved forward in the Request to Interview workflow or have been moved to "Alternate Candidate".	Hiring Department

Task:	Managed by:
○ HR reviews candidate credentials to ensure that minimum qualifications are met and that department has dispositioned the candidates not moving forward. EEO reviews pool for diversity before final approval for interview.	Human Resources & EEO
○ Invite candidates for interview and conduct interviews using interview guides.	Hiring Department
○ Select top candidate and inform that references will be contacted.	Hiring Department
○ Check references and document responses. References must cover the period of time immediately preceding the date of application for the experience qualifying the person for the position.	Hiring Department
○ Make a contingent offer of employment to verify start date. For faculty and professional positions, negotiate starting salary.	Hiring Department
○ After candidate has accepted contingent offer, change candidate status to Recommend for Hire in TMS.	Hiring Department
○ Initiate Hiring Proposal.	Hiring Department
○ Disposition remaining applicants and notify your Human Resources Partner when done.	Hiring Department
○ Initiate background checks.	Human Resources
○ Obtain demographic information from the candidate.	Human Resources
○ Finalize Hiring Proposal for Banner set-up of employee record and job.	Human Resources
○ Send candidate official written job offer.	Human Resources
○ Contact candidate regarding initial onboarding steps.	Human Resources
○ Develop departmental onboarding plan.	Hiring Department
○ Contact the candidates that were interviewed, but not selected and inform them of search status.	Hiring Department
○ Mark position as filled and trigger automatic emails to candidates not selected.	Human Resources
○ Obtain <u>all</u> interview materials from search committee, and place in department search folder.	Hiring Department