

PROCESS OVERVIEW FACULTY, PROFESSIONAL & STAFF RECRUITMENT

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

Task	Who Handles
<input type="radio"/> Log into HR-TMS and to create or review and update position description. Route request through work flow 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 and Contract Faculty positions posted 14 to 90 days; Tenure Track Faculty positions posted 30 to 90 days.	
<input type="radio"/> Develop position-specific interview question guides for both phone and in-person interviews to ensure consistency.	Hiring Department
<input type="radio"/> Staff Positions: Human Resources Partner reviews application materials and screens out non-qualified applicants. Qualified applicants forwarded to hiring department for consideration.	Human Resources
<input type="radio"/> Faculty and Professional Positions: 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 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	Who Handles
○ Review candidate credentials to ensure that minimum qualifications are met and that department has dispositioned the candidates not moving forward.	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 and create hiring EPAF.	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 all interview materials from search committee, and place in department search folder.	Hiring Department