



Recruitment Process

Supervisor drafts position description (PD) & completes Requisition for Hire form

Human Resources evaluates PD and salary

If new position

ELT Approves PD

Existing position

Area's VP, VPHR & VPAS approves PD

Search Advocate (SA) is assigned

HR works on drafting documents:
Tentative search timeline/checklist
Criteria Matrix
Cover letter prompt
Possible interview questions
Possible supplemental questions

HR schedules kick off meeting with committee Chair and SA

Chair and SA agree on committee members and forwards to HR for approval

Entire committee meets to discuss drafted documents and make edits

Forward final documents to HR

Faculty & Exempt

Chair notifies the offices of the President and appropriate VP office to get tentative holds on calendar for interview

HR posts the position

Applications to committee members will not be released until all have completed their Unconscious Bias training and acknowledged the Confidentiality Agreement

HR will conduct minimum qualification screening on applicants before forwarding to committee

Screening committee members enter their scores into NEOGOV

Entire committee meets to determine which candidates to interview

Notify HR which candidates are not moving forward
THEN
Conduct interviews

Committee reviews strengths and weaknesses to determine finalists

Notify HR which applicants are not moving forward

Chair conducts reference checks on finalists

Share results from reference checks with entire committee and determine which candidates to forward

Faculty & Exempt

Forward completed candidate summaries for finalists to HR

HR notifies candidates that they are finalist

HR forwards candidate summaries to President

VP of area and President interview finalists together

President makes decision on who the position will be offered to

HR makes offer

Classified

Forward completed candidate summary for finalist to HR