



Faculty Recruitment Process

Supervisor receives budget approval from area VP

VP takes to ELT for position control review

Supervisor contacts HR for draft of position summary (PS) AND completes Requisition for Hire form

HR reviews PS and identifies salary range

Search Advocate (SA) is assigned by HR

HR schedules kick off meeting with committee Chair and SA

HR drafts recruitment materials:
-Timeline/checklist
-Criteria Matrix and Worksheet
-Cover letter prompt
-Supplemental questions
-Interview questions

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

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

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 releasing to committee

Screening committee members enter their scores into NEOGOV

HR sends rankings to Chair and SA

Entire committee meets to determine which candidates to interview

Notify HR which candidates are not moving forward

Conduct 1st round interview

Following interview, committee reviews candidates screening worksheet to determine 2nd round in-person interviews

Notify HR which applicants are not moving forward

HR releases 2nd round candidates to President and area VP

Conduct 2nd round in-person interview with committee, President and area VP

Following in-person interview, committee reviews candidates screening worksheet to determine candidates to proceed with reference checks

Notify HR which candidates are not moving forward

Chair conducts reference checks on candidate(s)

Share results from reference checks with entire committee and determine which candidate(s) to forward as finalist(s)

Forward completed candidate summary and reference checks for finalist(s) to HR

Chair, SA, and area VP meet with President to review ranked finalist(s)

HR forwards ranked candidate summaries to President

President makes decision on who the position will be offered to

Committee submits recruitment materials to HR

HR makes offer