



Checklist for Recruiting, Interviewing & Hiring Faculty & Staff

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|-----------------|--|--------------|--|
| Position Title: | | | |
| Department: | | Position ID: | |

| Date | Task | |
|-------|--|---------------------------------------|
| _____ | Obtain appropriate approval to fill position | |
| _____ | Select Search Committee & appoint committee Chair | |
| _____ | Create & submit Job Posting in People Admin (Duration: 5 business days) | |
| _____ | Create Applicant Screening Matrix Criteria | |
| _____ | Develop Interview Questions | |
| _____ | Submit matrix and interview questions to HR for review & approval | |
| _____ | Complete Applicant Screening Matrix for each qualified applicant | |
| _____ | Meet to determine top candidates to interview | |
| _____ | Document Screening Matrix results on Search Summary Form | |
| _____ | Update disposition (workflow state) in PeopleAdmin for unqualified or rejected applicants | |
| _____ | Conduct interviews (<i>phone, zoom or face to face, as decided</i>) | |
| _____ | Each committee member completes an Interview Evaluation form for each candidate | |
| _____ | Meet to select finalist(s) | |
| _____ | Complete Search Summary Form & submit to HR | |
| _____ | Complete reference checks for top candidates (can be done at any pre-determined stage) | |
| _____ | Gather all search committee documents to Upload with Hiring Proposal <i>(Screening Matrices, Interview Notes, Reference Checks, Search Summary, etc.)</i> | |
| | <u>Faculty</u> | <u>Staff</u> |
| _____ | Obtain Department Head Approval | Obtain Department Head Approval |
| _____ | Dean Approves & Extends Verbal Offer | Create Hiring Proposal |
| _____ | Provost issues Contract | Extend Verbal Job Offer |
| _____ | Signed Contract returned | Submit Background Authorization to HR |
| _____ | Create Hiring Proposal | Final Job Offer |
| _____ | Submit Background Authorization to HR | |
| _____ | HR will create & submit EPAF for new faculty & staff (refer to page 30 of hiring toolkit) | |
| _____ | Update applicant disposition (workflow state) & ask HR to close posting | |
| _____ | Ensure new hire completes all HR requirements | |