



# Checklist for Recruiting, Interviewing & Hiring Faculty & Staff

Position Title:			
Department		Position ID:	

Date	Task
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- |       |  |
|-------|--|
| _____ | Obtain appropriate approval to fill position   |
| _____ | Select Search Committee & appoint committee Chair  |
| _____ | Create Applicant Screening Matrix criteria   |
| _____ | Develop Interview Questions  |
| _____ | Create & submit requisition in NEOED (jobs will be posted for a minimum duration of 5 business days) |

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|-------|---|
| _____ | Each committee member completes an Applicant Screening Matrix (referred list candidates)          |
| _____ | Committee meets to determine candidates to interview  |
| _____ | Document Applicant Screening Matrix results on Search Summary Form                                |
| _____ | Inactivate unqualified or rejected candidates   |
| _____ | Conduct interviews (phone, zoom or face-to-face, as decided)                                      |
| _____ | Each committee member completes an Interview Evaluation Form for each candidate                   |
| _____ | Committee meets to select finalist(s)   |
| _____ | Complete reference checks for finalist(s) (can be done at any pre-determined stage)               |
| _____ | Request <b>job posting</b> to be closed by HR (if not already done) *not the <b>requisition</b> * |

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|-------|---|
| _____ | Complete Search Summary Form  |
| _____ | Gather all search committee documents to upload as attachments with the offer<br>(Search Summary Form, Applicant Screening Matrices, Interview Notes, Reference Checks) |
| _____ | Submit the offer; the below steps will occur inside NEOED   |

## Faculty

## Staff

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|-------|---|--|
| _____ | Obtain Academic Unit Head approval  | Obtain Department Head approval                                |
| _____ | Dean approves & extends verbal offer  | Submit offer in NEOED  |
| _____ | Provost issues contract   | Approvals obtained   |
| _____ | Signed contract returned  | Department extends verbal offer                                |
| _____ | Offer finalized in NEOED  | E-Offer sent to finalist                                       |
| _____ | Background check and onboarding assigned by HR  | Offer accepted; background check and onboarding assigned by HR |
|       |   |  |
| _____ | HR will create & submit new hire/transfer EPAFs for faculty & staff                           |  |
| _____ | Inactivate remaining candidates & ask HR to close requisition                                 |  |
| _____ | *Once the <b>requisition</b> is closed, you will lose all access to the remaining candidates* |  |
| _____ | Ensure new hire completes all HR requirements (onboarding)                                    |  |