

## **SUMMARY: HIRING OFFICIAL CHECKLIST**

- \_\_\_\_\_ Obtain approval from appropriate VICE PRESIDENT to fill the position.
- \_\_\_\_\_ For A&P positions, update position description with Human Resources if necessary.
- \_\_\_\_\_ Appoint members of the committee and provide list of committee membership, identified by race/ethnicity and gender, to the Office of Equal Opportunity Programs (EOP).
- \_\_\_\_\_ Appoint committee chair or request committee to elect a chair.
- \_\_\_\_\_ Attend the first organizational meeting for the purpose of developing time line, planning advertising process and budget, and responding to committee questions.
- \_\_\_\_\_ Identify clerical support for the committee.
- \_\_\_\_\_ Complete forms (PVA, Personnel Requisition for A&P positions).
- \_\_\_\_\_ Place position advertisements.
- \_\_\_\_\_ Assist committee in making arrangements for interview of candidates.
- \_\_\_\_\_ Interview recommended candidates (generally done during the same campus visit as interviews by the committee).
- \_\_\_\_\_ Select the final candidate from those recommended by search and screen committee.
- \_\_\_\_\_ For A&P positions: If advance rate is requested, a memorandum should be forwarded first to the area Vice President, then to Human Resources, then to the Budget Office, for approval of the hire. The memorandum should include a request for approval of advance rate (hiring above base salary) if appropriate, with a rationale for same. Attached should be copies of the applicant's resume, confirmation of education, and letters of reference. If the offer is at base salary, the contract should be routed through the appropriate vice president, and be accompanied by copies of the applicants resume, confirmation of education, and letters of reference.
- \_\_\_\_\_ Present requests for payment of moving expenses, or any other special needs, to the Director of Human Resources.
- \_\_\_\_\_ Complete Part B (selected candidate) of the Position Vacancy Announcement and forward to EOP.
- \_\_\_\_\_ Provide storage space for all records of the Search and Screen Committee.

## **SUMMARY: COMMITTEE CHECKLIST**

\_\_\_\_\_ Chairperson appointed by HIRING OFFICIAL or elected by COMMITTEE.

\_\_\_\_\_ HIRING OFFICIAL or COMMITTEE CHAIR calls an organizational meeting to develop time line and plan advertising process. Meeting should have an OFFICE OF EQUAL OPPORTUNITY PROGRAMS (EOP) representative present.

\_\_\_\_\_ EOP Position Vacancy Announcement for (PVA) and documents required by Human Resources completed by HIRING OFFICIAL and circulated for approval.

\_\_\_\_\_ OFFICE OF EQUAL OPPORTUNITY PROGRAMS receives Position Vacancy Announcement and the Personnel Requisition for A&P positions, and sends out search plan request letter.

\_\_\_\_\_ Advertisements placed by HIRING OFFICIAL and COMMITTEE CHAIR.

\_\_\_\_\_ COMMITTEE develops criteria for ranking applicants.

\_\_\_\_\_ CHAIR responds to search plan request and sends letter with Applicant Data Sheet to applicants as vita are received; or post the position on Human Resources website for the collection of demographic data on the applicant pool.

\_\_\_\_\_ COMMITTEE MEMBERS individually screen vitae as they are submitted.

\_\_\_\_\_ After closing date, CHAIR or JobsLink sends certification approval request to EOP.

\_\_\_\_\_ Certification received from EOP that applicant pool contains sufficient minority group members and female applicants to move to the next phase of the recruitment process.

\_\_\_\_\_ After closing date, COMMITTEE meets to select top candidates.

\_\_\_\_\_ Final candidate pool reviewed by COMMITTEE, using EOP certification form, to ensure that minorities and females are represented in the pool.

\_\_\_\_\_ Applicants are re-reviewed by COMMITTEE, if necessary, to ensure full consideration of minority and female applicants.

\_\_\_\_\_ COMMITTEE MEMBERS confirm education and check references of applicants to be interviewed.

\_\_\_\_\_ CHAIR sends letters to applicants not selected for interview.

\_\_\_\_\_ COMMITTEE CHAIR and MEMBERS arrange, schedule, plan and conducts interviews.

\_\_\_\_\_ COMMITTEE meets to finalize recommendations to the hiring official.

\_\_\_\_\_ CHAIR forwards written recommendations to hiring official, including documentation of verification of education and references.

\_\_\_\_\_ CHAIR transmits all records for storage by hiring official.