Faculty Position Recruitment Process Checklist
As a general rule, faculty positions must be advertised for a minimum of thirty (30) days.

Step 1: Advertisement Approval   Date Approved by OEOC: _____

❑ Fill out a Vacancy Notification Form at the HR website: http://hr.uark.edu/position/vnf.php
❑ E-mail the following to oeoc@uark.edu
   - Approved Hiring Request Form (See Provost's website: http://provost.uark.edu/)
   - Completed Recruitment Plan with applicable supportive documentation to OEOC (4 WAAX)
   - Position announcement(s)
     - Add appropriate background check language (if applicable)

Step 2: Recruiting Period
❑ Send acknowledgement letter, applicant information sheet and business reply envelope.
   *The business reply envelopes and additional forms will be sent in the packet of information from. For additional envelopes, call 575-4019.
   Phone Interviews may be conducted during this period

Step 3: Interview Request   Date Approved by OEOC: _____

Send the following paperwork to oeoc@uark.edu:

❑ Complete Applicant Worksheet - *Complete Columns "A" - "G" only*
   - Make sure that every person who has applied for the position is on the worksheet
❑ Resumes of the candidates requesting to be interview
   - Identify with "3" in the action column. Requesting approval to interview applicant"
❑ Memorandum requesting to interview candidates along with the names and titles of the search committee
   - Phone interview summary must be added to the memorandum (if applicable).

   Feel free to fax the paperwork to 575-7637.

   The request will not be approved unless all completed information is received.*
   Position announcement can be removed from website after 30 day period is over.

Step 4: Pre-Offer Request   Date Approved by OEOC: _____

Send the following paperwork to oeoc@uark.edu:

❑ Completed Recruitment Summary Form
❑ A brief summary of all interviews conducted with applicants.
❑ Documentation of appropriate background check/substance abuse test conducted (if applicable).
❑ A draft copy of the offer letter.

Feel free to fax the paperwork to 575-7637.

Send appropriate regret letters to applicants once the offer is accepted.

For forms and additional information, contact OEOC at 575-4019 or visit our website at http://oeoc.uark.edu/