

Successful Search Checklist

Pre-Advertising

- Complete the [Hiring Request Form](#) at the Provost website.
 - Review/update or create a position description for the vacant position.
([Staff Creating a Position Description](#), [Staff Modifying a Position Description](#), [Faculty Creating a Position Description](#), [Faculty Modifying a Position Description](#))
 - Receive position approval.**
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Posting/Advertising

- Create the position announcement from the position description in PeopleAdmin 7. ([Staff Creating a Position Announcement](#), [Faculty Creating a Position Announcement](#))
 - Implement a recruitment plan and identify recruitment resources that aid in assuring a strong and diverse applicant pool. Information should include the use of minimally three (3) [Diverse Recruitment Sources](#) and [EEO/Affirmative Action Statement](#) on each posting (Advertising approval may take place multiple times during process.) [Example External Position Announcements](#) ([Creating a Recruitment Plan/Posting Documents](#))
 - Receive approval to advertise.**
 - Place all external advertisements.
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Recruitment Period

- Develop a set of position-specific interview questions to be consistently used when interviewing all potential candidates.
 - Applicants apply online for position.
 - Screen Resumes/Curricula Vitae and other applicant materials ([Reviewing Applicant Materials](#) & [Reviewing Applicant Reports](#))
 - Evaluate credentials of all minimally qualified applicants based upon established written job-related criteria.
(Quick Reference Guides: Ratings, Statuses and Reason Codes Defined: [Classified and Non-Classified](#) & [Faculty](#))
 - Select top qualified applicants that require additional screening.
 - Conduct pre-interview screenings with top candidates (optional).
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Interview

- Select the top candidates based on established job-related criteria.
 - Receive approval to conduct the final or on-campus interview.**
 - Invite candidates for final or on-campus interviews; conduct interviews using job-related [interview questions](#), and document candidate responses.
 - Select the top candidate based on established job-related criteria.
 - Verify reference list with top candidate and inform him/her that his/her references will be contacted. Check references and document responses.
 - Conduct background check, if applicable.
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Hire

- Create the hire proposal in PeopleAdmin 7.
([Staff hiring proposals](#), [Faculty hiring proposals](#))
 - Receive approval to extend an offer.**
 - Make an offer for hire.
 - Confirm the offer and/or acceptance in writing with a letter.
 - Initiate the closing of the posting by attaching final signed offer letter in PeopleAdmin 7.
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Hiring Documentation Checklist

Most relevant documentation will be maintained through the PeopleAdmin 7 system. All other hiring documentation used throughout the hiring process must be maintained by the hiring department for minimally three years, unless under review. Below is a checklist of materials that may not be attached in PeopleAdmin 7, but should be included in the file.

Hiring Procedures

- Credential evaluation criteria, if not utilized within the PeopleAdmin7 system.
- Hiring supervisor and search committee interview forms/questions, notes, and evaluation instruments.
- Reference checks conducted/forms and notes.