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.

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.

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).
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.

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.