

Abbreviated Checklist for FACULTY Recruitments

Refer to Screening/Hiring Committee Chair Responsibilities Checklist for Detailed Process Version

STEP	PROCESS FLOW: <i>(PA=PeopleAdmin)</i>	RESPONSIBLE PARTY
1	Review Job Description and make applicable changes (JDs are available on N:\Group Folders\Job Descriptions).	Dept. Chair with Dean
2	Submit both JD to Dean/VPI for approval to create posting in PeopleAdmin.	Dept. Chair
3	Review submitted JD Request rework or approve.	VPI
4	Select and notify committee members for recruitment (one member must be from outside of the hiring discipline). Considering gender, age, race, and diversity training when possible	Dept. Chair
5	Create a Posting/Recruitment in PeopleAdmin (PA) online recruitment software. Use "create from Template" option.	Committee Chair
6	Dean (1st level of approval) approves PA posting record when notified by PA email.	Dean
7	HR receives notice Dean approved & will approve/move forward on behalf of VPI.	Human Resources
8	AA/EEO Office approves committee members / posting.	AA/EEO officer
9	HR completes the posting to the website (Salary & JD) and posts jobs to other job boards as applicable.	Human Resources
10	Deans, Committee Chair, VPI notified via system when job is posted by HR.	PeopleAdmin / HR
11	Schedule screening committee meeting w/ HR to review EEO policy and important HR topics about the recruitment, such as recruitment timeline, reimbursement, veterans/internal candidates, PeopleAdmin Guest User Account, and matrix.	Human Resources
12	Committee Pre-Screening meeting is convened by the Dean or Committee Chair to discuss requirements and applicant review procedures prior to reviewing any applications AND receive training from HR . <i>Reserve MEDIA ROOM.</i>	Dean or Chair schedules; HR must be present
13	Applicants apply up until the deadline date: Committees wait until closure to review applications.	Waiting Period-no action
14	HR screens applications after closure date for minimum qualifications and veteran eligibility.	Human Resources
15	Review applications after position closure (HR will provide the traditional matrix with final applicants at this point).	Committee Reviews
16	Committee Chair convenes meeting to determine finalists for interviews. Identify date/times/agenda/ and demonstration topic for interviews. <i>Reserve MEDIA ROOM.</i> Anticipate allowing at least 2 weeks to review and select candidates before interviews are scheduled. (Schedule to be determined by the Committee)	Committee Chair
17	Update candidates to identify Interview Pending and/or Alternate status in PeopleAdmin.	Chair updates PeopleAdmin
18	Anticipate additional time needed for recruitment timeline, when considering Phone Interviews for larger recruitments of qualified candidates.	Committee
19	Enter Interview Details information into PeopleAdmin regarding interview & presentation dates/times/topic & any other special	Committee Chair

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	agenda items.	
20	Update the posting status to “Committee Review Complete” to forward onto AA/EEO for review.	Committee Chair
21	AA/EEO reviews candidates selected against pool while VPI also approves candidates	AA/EEO & VPI
22	HR contacts candidates to arrange interviews (includes information regarding teaching demo, resources, process, agenda). Candidates notified that final decisions are subject to budget and Board approval.	Human Resources
23	Chair prepares candidates bios for Commlines announcement regarding teaching demonstration; submit electronic copy to HR for posting to Commlines.	Committee Chair
24	In preparation for Commlines announcement, Committee Chair will contact internal candidates to notify them if they were not selected to interview.	Committee Chair
25	Commlines Announcement posted for candidate presentations	Human Resources
26	Interviews Conducted per agenda	Committee
27	Complete reference checks for finalist(s)	Committee
28	Update finalist to “Recommended for hire” in PA	Committee Chair
29	Update finalist to “Background Check Pending” in PA to trigger background check email	Human Resources
30	Process a criminal history check on the finalist.	Human Resources
31	Create a Hiring Proposal record in PeopleAdmin to have finalist approved by VPI & HR	Committee Chair
32	VPI notified of Hiring Proposal to approve and set salary.	VPI approve or not Committee Chair
33	Prepare short narrative to justify candidate hire and send to HR. Should include experience and education levels factored into salary offer.	Committee Chair
34	Employment offer will be given by the Dean. In some cases the Committee Chair may be involved.	Instructional Dean
35	Committee Chair will contact final candidates not selected to hire. If Requested, HR may assist with this process. If there is an internal candidate, the Committee Chair will call personally.	Committee Chair
36	VPI & HR Director notified of candidate’s acceptance.	Committee Chair
37	Return matrices to front office for the recruitment file.	Committee Chair
38	HR Closes out the recruitment notifying all other candidates that the position has been filled.	HR
39	Pre-Board Letter & Board Resolution Prepared.	Human Resources