

Recruitment Search Advising Partnership – Overview

Phase I: Planning , Budget Approval, Posting Process

Department & Dean/Director

- Identifies need for position/posting & discusses requirements/job description internally
- Replacement/New position
- Reviews job description with Compensation Director (if new position or changes to existing)
- Seeks position pre-approval from Executive Cabinet
- Identify Search Chair

Search Chair

- Submits Recruitment Plan to Search Advisor – Ruby Carnevale
- ### Search Advisor – Ruby Carnevale
- Reviews Recruitment plan
 - Discusses search strategy, underutilization info, provides assistance with interview questions
 - Verifies if training is needed for search committee members
- ### Search Partner– Brenda Dumont
- Contact for Internal postings, Grants & Contracts
- ### Search Advisor partners with Diversity Advisor
- If additional reports are needed

Search Chair

- Enters posting into PageUp/ATS
 - Submits for approval to post
- Position posted in ATS**

Phase II: Strategy, Interviewing, & Selection

Search Advisor & Search Chair (ongoing)

- Work with search advisor on pool diversity vs. availability.
- Submits evaluation matrix w/scoring rubric to search advisor for review and approval (some colleges may need Dean approval before matrix can be used to evaluate candidates).

Search Advisor partners with Diversity Advisor

- Pool review/development
- Adds search committee members to PageUp

Search Chair & Search committee review applicant pool/resumes

- Completes matrix and selects candidates for phone interview – submits to search advisor for review (For Faculty searches: Chair will need Dean & Search advisor review/approval)
- Updates applicants status to 'Selected for Phone/Skype Interview'
- Submits consolidated telephone evaluation form (one per applicant interviewed) to search advisor for review

Search Advisor partners with Diversity Advisor

- Ensures that interviewing pool reflects diversity of applicant pool

Search Chair

- Select candidates for campus interview, submits evaluation forms to search advisor for review (For Faculty searches: Chair will need Dean & Search advisor review/approval)
- Updates applicant status to 'Selected for Campus Interview I'

Search Advisor

- Confirm that evaluation forms have been submitted, review diversity of campus interview pool

Phase III : Finalizing the Search

Search Chair

- Request to close posting when search is finalized
- Search Chair submits evaluation forms to search advisor for review and partners with search advisor on final selection.
- Notify final candidate that references will be checked, check references of final candidate(s)
- Updates status to "Recommend for Hire" (if position is still posted – request for position to be closed before entering hiring proposal)
- Offer card will open up in PageUp – enter all fields that apply to hire
- Maintains appropriate applicant status changes in ATS (interviewed, not interviewed, non-selection statuses)
- Submits for salary approval

**Note for Faculty Searches: Offer letter from Provost must be signed before entering recommendation for hire in the system

Final salary approved

Revised November 2017