

# 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

- Discuss recruitment plan with Search Advisor – Ruby Carnevale

### Search Advisor – Ruby Carnevale

- 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

### Hiring Manager/Department Admin

- 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 (For Faculty searches: Dean approval required before matrix can be used to evaluate candidates).

### Search 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/Zoom Interview'
- Submits consolidated telephone evaluation form or individual forms (one per applicant interviewed) to search advisor for review

### Search 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 offer card)
- 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 January 2024