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| Position Title: | Hiring Manager: |
| Department: | Search Chair: |
| Date: | Job Reference # *(if known)* |

**Please answer the following questions:**

**Is this a new position or a replacement position?**

**If replacement position, please indicate name of previous incumbent:**

**Will this position be posted internally, or both internally and externally?**

**Is this a budgeted position and has it been approved by the Executive Cabinet?**

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| ***When would you like to fill the position?***  **Within 1 month  Within 3 months**  **Within 3-6 months (or more)** | ***How will you be conducting your search?***  ***Please check all that apply:***  **Phone Interview  Campus Interview** |

**Applicant sourcing strategy:**

1. **Employee referrals, research, networking, etc.**
2. **Internal candidates/temporary candidates**
3. **Online/Print Advertising** – *All jobs automatically post to: HigherEd Jobs, HERC, Diversity Jobs, Inside Higher Ed, Indeed.com*
4. **List professional associations and organizations, discipline specific publications, listservs, networks, and caucuses**

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1. **List special efforts to recruit underrepresented groups** *\*\* Search advisor available for consultation on diverse publications/advertising resources.*

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1. **Submit Recruitment Plan to Search Advisor. Discuss recruitment & search strategy, applicant pool diversity (ongoing), and agree on a timeline.**
2. **Identify Search Committee members**

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| ***Search Committee Chair/Member Name*** | ***Attended Training? Y/N*** | ***Date Trained (if known)*** |
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**Search Committee Notes:**

1. **Enter the requisition into the ATS/PageUp system and submit to HR for preliminary review**
2. **Create matrix/interview questions for phone/campus interview, submit to search advisor for review – Telephone & Campus Evaluation forms available for search chairs on Employment Services website in the Search Chairs section. Search advisor available for consultation on questions and evaluation criteria. \*\**Review acceptable and inacceptable questions document when creating interview questions.***
3. **Search committee reviews applicant pool/resumes and completes matrix (with rubric or explanation of ranking) – after diversity of pool reviewed by Search Advisor and after evaluation matrix has been approved (some colleges may need Dean approval before matrix can be used to evaluate candidates).**
4. To be used to rank candidates for phone/campus interview and submit to search advisor/Dean (For Faculty searches: Chair will need Dean & Search advisor review/approval)
5. Search advisor available for consultation to discuss applicant pool/selection of candidates
6. **Select candidates for phone interview (if applicable), submit to search advisor for review 9 (For Faculty searches: Chair will need Dean & Search advisor review/approval)**
7. A consolidated telephone evaluation form (one per applicant interviewed) or individual evaluation forms should be submitted to advisor after phone interviews
8. Hiring Manager/Department Admin should update applicants to *‘Selected for Phone/Skype Interview’*
9. Hiring Manager/Department Admin should update non-selected applicants to appropriate non-selection status
10. **Discuss with Search Advisor when candidates will be invited to campus, submit to search advisor for review**

\*\*For Academic departments: please consult with your Department Chair/Dean’s office for pre-approval on campus interview candidates and for pre-approval on final candidates

1. A consolidated campus evaluation form (one per applicant interviewed) should be submitted to advisor after campus interviews
2. Hiring Manager/Department Admin should update applicants to *‘Selected for Campus Interview I’*
3. Hiring Manager/Department Admin should update non-selected applicant to appropriate non-selection status
4. **Partner with Search Advisor on final candidate selection**
5. After final candidate selection review is completed with search advisor (Dean – for faculty searches), Hiring Manager/Department Admin should update final candidate’s status to ‘Recommended for Hire’
6. The Offer Card will open up; Hiring Manager/Department Admin should enter all fields that apply to hire (salary, start date, shift, etc.)
7. After hire is final and offer has been accepted, update non-selected campus interviewed applicants to *‘Campus interviewed – Not selected – Email applicant’* or to *‘Campus interviewed – Not selected’* if you would like to personally notify the applicant