

Check-List for Searches

- Develop position description, including title, rank, salary, and hiring qualifications.
- Consult OEDS about recruitment plan and scope of outreach, affirmative action hiring goals, job description, and pay equity and to request the appropriate university forms.
 1. Plan search administration
 2. develop anticipated time frame
 3. select search committee and designate search chair
 4. consider division's and unit's hiring goals
 5. create recruitment strategy & identify recruitment resources and contacts
 6. write want ad and position announcement
 7. designate search administrator or contact person
 8. Schedule search orientation session for committee or administrator by contacting OEDS.
- Complete Form 1 and submit to OEDS with appropriate signatures to authorize search. (Note: When authorization is complete, the Provost's Office will send original back to the department.)
- Department sends out acknowledgments to candidates and includes Form 2.
- Search committee reviews applications and documents decisions.
- Search committee chair prepares Form 3 regarding candidates the committee wants to interview. Await notice from OEDS that interview phase may proceed. Department may not schedule interviews until OEDS notifies department that the search review has been approved.
- Conduct interviews and final evaluation of candidates.
- Prepare final search report, including Form 4 (Faculty Appointment Recommendation).
- Submit final report to appointing authority. (Do not rank order candidates.)
- Await notice from OEDS that final approval has been granted and that offer may be extended to the recommended candidate. Department may not extend an offer of employment until receiving notification from equity office that selection review has been approved.
- Extend offer to recommended candidate according to approved terms. If offer is declined or if any details of approved offer require amendment, contact OEDS.
- Notify finalists and other applicants regarding your decision.
- Retain departmental search file including original copies of resumes/vitas and Forms 1, 3, and 4.

Collect rating forms, interview notes, applicant logs, and copies of letters/memos sent to candidates, appointing authority and so on regarding process. Material is retained in department for one year and then boxed, labeled, and sent to the Library Archives.