

NON-FACULTY EMPLOYMENT SEARCH CHECKLIST

BEFORE THE EMPLOYMENT SEARCH

- Review position description. This can also be completed in a collaborative effort with the search committee. Make changes through the college/division Human Resources Liaison if needed.
- Form diverse search committee (individuals representing multiple cultures, races, ethnicities, disabilities, genders, etc.)
- Assign Search Chair
- Remind search committee of training requirements (course must be taken annually)
- Ensure committee completes the confidentiality form

ENGAGING THE SEARCH COMMITTEE

- Hold search committee kickoff meeting. Invite the HR Liaison to share information and internal procedures.
- Share job description, minimum/desired qualifications, and required knowledge, skills, and abilities.
- Interview format and sequence (Phone/Zoom/On-site, how many interviews, etc.)
- Reminder of confidentiality expectations
- Reminder of diversity and inclusion expectations
- Share or create the candidate evaluation tool
- Share or create advertising and outreach plans

CONDUCTING THE EMPLOYMENT SEARCH

- Post position through HR Liaison
- If additional advertising/outreach was utilized: close posting (if desired) after 10 calendar days.
- If no additional advertising/outreach was utilized: close posting (if desired) after 20 calendar days.
- Review applications
- Submit interview candidates for review through Human Resources Liaison
- Schedule and hold interviews
- Select candidates for subsequent interview rounds
- Select finalist
- Submit non-selection reasons to HR Liaison
- Work with Human Resources Liaison to select proposed salary, if appropriate. Follow internal procedures.
- Extend a verbal offer to the candidate once authorized by the HR Liaison
- Communicate offer acceptance to HR Liaison
- Confirm start date with the candidate once notified that the background check is complete
- Inform HR Liaison of the start date