

Recruitment Process		Search Committee Chair	Search Committee	Responsible Manager	HR Analyst, HR Director or Affirmative Action	Director, Exec Dean	President or Designee
Stage 1							
1	Identify new or vacant position - Dean/ET			P		A	V
2	Create/edit/review position description - Responsible Mgr/ET; search team			P	V	A	
3	Responsible Manager selects Search Chair and Committee			P	V	V	
4	Complete online LEO posting	P		P	V	V	
5	Determine advertising plan - search team participates	P	P	P	V	V	
6	LEO approval process - led by analyst			A		A	
7	Post - analyst				A		
8	Advertise - see step 5	P	P	P	P	V	
9	Analyst/Dean set up Search Chair Orientation (2.5hrs)	P		V	P		
10	Chair arrange the first Search Committee Orientation - develop timeline	P			P		
11	Complete/Submit Search Committee Agreement <i>(before viewing applicants)</i>	P	P				
<i>Chair - immediately send summary e-mail to team with decisions/confidentiality/ Timeline/ committee assignments</i>							
Stage 2 -- This is where the committee can slow down or meet a tim							
12	COMMITTEE - Develop evaluation components	P	P	V	V		
13	CHAIR/DEAN/Director -- Submit evaluation components	P	P	A			
14	ANALYST - Approve evaluation components			A	A		
15	Position Closes						
16	Affirmative Action Review of Applicant Pool - analyst				A		
Stage 3 - number of applicants could effect time to screen							
17	Paper screening - MQ's & Scoring	P	P				
18	Review screening results -	P	P	P	P		
19	Complete recruitment report	P		P	V		
20	Affirmative Action Review of Recruitment Report				A	V	
Stage 4 - Ensure ALL paperwork is submitted or it will slow down your process							
21	Chair/HM - Contact candidates for interviews	P		P			
22	Conduct interviews and other screening components	P	P	P			
23	Write summary of search committee recommendations	P		P			
24	Conduct reference checks	P	V	P			
25	Submit all paper copies/committee documents to HR	P		V			
26	Submit Employment Recommendation	P		P		A	
27	Analyst analysis and verification of search	V		V	A		
28	Analyst Salary Placement				A		
29	Affirmative Action Review of Recruitment File				A		
30	Facilitates signature process (4- 5 signatures needed)			V	P	V	P
31	Pres office advise analyst / analyst contacts Dean/Director			P	P	A	A
32	Upon Presidential Approval - Offer Job			P		A	A

Key Code:			
P	Primary responsibility	V	Advisory
A	Approval		