

Recruitment and Selection Checklist

Filling Open/Vacant Positions

Pre-Search Process

- Position Information Questionnaire (PIQ)**- Hiring Manager completes PIQ and submits to HR for job evaluation
- Position Requisition**- Hiring Manager initiates to obtain approval to fill position
- Pre-Search Consultation- HR and Hiring Manager develop Recruitment Plan (*refer to Appendix A*)
- Search Committee Chair and Members
 - Hiring Manager submits selection to HR
 - Committee members and chair complete Inclusive Hiring training
 - Committee members review and sign acknowledgment of Selection Guide
- Posting- Once Requisition is approved HR forwards to Hiring Manager for review and approval

Recruitment and Search Process

- Interview Profile- Hiring Manager completes and submits to HR (*refer to Appendix B*)
- Search Chair reviews Recruitment Plan and Interview Profile with committee members
- Committee actively participates in Recruitment Activities (*refer to Appendix A*)
- Evidence of Recruitment Activities submitted to Search Chair who will forward to HR

Screening Process

- Applicant Status Form -HR sends to Search Chair (*refer to Appendix C*)
- Committee assesses applicants through the Applicant Tracking System (PeopleAdmin) (*refer to Appendix D*)
 - Committee members independently rate using the Initial Screening Form (*refer to Appendix B*)
 - Committee ranks applicants to determine who is interviewed
- Search Chair completes the Applicant Status Form and submits to HR. (*refer to Appendix C*)

Interviewing, Evaluation and Selection Process

- Search committee collectively determines interview format (*refer to Appendix E*)
 - Typical process is phone (or virtual) interview followed by in-person/campus interview- can vary based on position and size of applicant pool.
- Committee conducts interviews using the established Interview Profile (*refer to Appendix B*)
- Independent Experience Analysis- Committee members independently evaluate each applicant using the Interview Profile rating scale.
- Team Consensus- Committee members discuss independent evaluations and determine consensus ratings
 - Search Chair completes Consensus Form (*refer to Appendix C*)
- Search Chair completes the Applicant Status Form and submits to HR prior to conducting next round of interviews (*refer to Appendix C*)
 - Finalist must include an individual from an underrepresented group-*exceptions will need to be requested to HR and the VP with provided rationale.*
- Search Chair (or designee) completes reference check on the finalist (*refer to Appendix F*)
- Final Applicant Status Form and Consensus Form- Search Chair submits to HR (*or Dean to for Faculty*) indicating applicant recommended to hire. (*refer to Appendix C*)
- Personnel Action Form** - Hiring Manager request approval to hire and initiate pre-employment screening.
 - Once the Request to Hire is complete HR notifies the Hiring Manager that an offer can be extended to the selected candidate.