RECRUITMENT CHECKLIST FOR AP AND FACULTY POSITIONS

___ Search committee members and Inclusion Advocate determined.
___ Position announcement, ad copy and recruitment plan complete.
___ Approved by Human Resources and Affirmative Action.
___ Ads placed (department places ad)
___ Acknowledgement letter and AA data cards sent to applicants (AA cards and numbers to use on cards will be sent to departments by the Affirmative Action Office).
___ Search committee training completed by HR and Affirmative Action.
___ Search committee screens application materials from candidates.
___ Search committee selects candidates to be interviewed.
___ Reference checks completed.
___ Candidates to be interviewed approved (Dean/Appointing Officer and Affirmative Action). Send the following to the Human Resources Office, 1090 James H. Zumberge Hall:
   - Approval to Interview Form
   - Applicant Log (Must have reasons for those not invited for interviews)
   - Copy of Position Announcement
   - Applicant files
___ Candidates invited to campus for interview.
___ Obtained Credential Summary Form, transcript, and background check release (if prehire, background check is required) from the candidates.
___ Additional reference checks completed (if necessary).
___ Search committee makes recommendation of selected candidate.
___ Selection Record/Salary Justification completed, reviewed, and approved by dean/appointing officer.
___ Selection packet sent to HR for approval. (HR will forward to appropriate VP/Provost for final approval) Selection packet includes the following:
   - Selection Record/Salary Justification
   - Application materials, Credential Summary Form and Transcript (highest degree) for selected candidate.
   - Revised Applicant Log (must now have reasons for non-selection for those interviewed but not selected and interview dates)
   - Copy of Approval to Interview Form
   - Copy of Position Announcement
   - Applicant Files

RECRUITMENT CHECKLIST FOR AP AND FACULTY POSITIONS

___ Selection approved by HR and VP/Provost (E-mail notification will be sent once approved.
___ Letters sent to candidates telling the position was filled
___ Appointment letter completed by dean’s office
___ Candidate files sent to HR for storage