

FULL TIME FACULTY RECRUITMENT COMMITTEE CHAIR CHECKLIST

Once approval to hire for position is received by your Component and the President, complete the following steps:

1. Work with Supervising Administrator to submit a requisition to Human Resources. Contact Human Resources if you need directions on how to submit a requisition through neogov.
2. Create/approve job announcement
 - Human Resources will send a draft job announcement for your review. Once reviewed send all edits to Human Resources.
 - Human Resources will send you a final draft of the job announcement. Route the final draft (by e-mail) for approval by your Dean and Vice President.
3. Finalize committee membership
 - Guidelines for committee membership are at [board policy 4.3.2.P](#) (it is recommended that you encourage faculty members from other departments to participate); please note a non-voting monitor is assigned to Regular Faculty recruitments and will need to be included in all communications and meetings.
4. Attend Hiring Orientation
 - All committee members are required to participate in the faculty hiring orientation before serving on a faculty hiring committee. Human Resources will host this orientation and all committee members will receive an invite to participate.
5. Actively “spread the word” for your recruitment
 - Work with Human Resources to establish targeted and prioritized advertising sources. Human Resources will pay up to \$400 dollars per year, per department; any additional cost will be covered by the department.
 - Take advantage of the advertising period by recruiting potential candidates within the field and/or taking recruitment materials to professional conferences.
6. Plan timelines for the recruitment
 - Human Resources will initiate a tentative timeline for your recruitment. The committee should establish an initial committee meeting to create and finalize screening criteria and discuss the program needs, and timeline for their recruitment. The dean is responsible for scheduling semi-finalist interviews with their Vice President’s office.
7. Screening of applications
 - The committee will be assigned applications after the recruitment closing deadline based on the agreed upon timeline. Committee members will screen using the screening criteria agreed upon by all committee members.
8. Meet to select interview candidates and begin discussion of interview questions
 - Compile ratings from each committee member prior to meeting (if applicable).
 - If you are not selecting internal applicants in your department, the dean is responsible for notifying them.
9. Return all screening materials to Human Resources
 - All recruitment materials must be returned to Human Resources before candidates are contacted for interview.
10. Equivalency approval (if applicable)
 - If any candidates selected for interview are equivalency candidates, equivalency approval (by Equivalency Committee and the President) must be received prior to interviews. Chair is responsible for working with Human Resources on this process
11. Finalize interview questions
 - Send copy of finalized questions (by e-mail) to Human Resources for review at least five days prior to interviews
12. Arrange for logistics of interviews
 - Bring copies of questions for committee members and candidates.
 - If interviews are being held via zoom, Human Resources will coordinate and send the link to the committee members and candidates.
 - Make arrangements for someone to escort the candidates from the reporting location to the interview location (or notify Human Resources if you would prefer to have candidates report directly to the interview location)
 - If interviews are taking place in the Bussman Building Human Resources can make arrangements for equipment and escorting.
13. Notify Vice President of interview schedule so that they can join the committee after the interviews to discuss those being moved forward as semi-finalist.
14. Return all completed Interview materials to Human Resources
 - Verify that each committee member has filled out their Interview Record Sheets completely and signed each form; complete Recommendation Form for selected finalists.
 - Dean is responsible for completing reference checks after the committee interview and they should be completed before the semi-finalist interview.
15. Human Resources will make the job offer after the finalist interview and will begin the onboarding process.