|  |  |
| --- | --- |
| **TASK** | **ASSIGNED TO** |
| [ ]  1. | Online WarriorSpace form “Unclassified Authorization for Recruitment” form is submitted for approvals. Note: This form includes attaching the Notice of Vacancy a well as completing the search committee composition and recruiting plan sections. | Department Chair |
| [ ]  2. | Online search committee training completed. | Search Committee |
| [ ]  3. | Affirmative Action Office and search chair meet to review the search process. | Search Chair |
| [ ]  4. | Rating form and interview questions (telephone and on-campus) are developed and submitted to the Affirmative Action Officer (AAO) for approval. **NOTE: Candidate files will not be released to committee until these documents are received and approved by the AAO.** | Search Committee |
| [ ]  5. | Files released to committee after all forms are approved.  | Affirmative Action |
| [ ]  6. | Files are independently rated using the approved rating criteria.  | Search Committee |
| [ ]  7. | Screening Summary Report, indicating which individuals the committee wishes to telephone interview, is forwarded to AAO. **NOTE: If telephone interviews are not being conducted, skip to Step 10.** | Search Chair |
| [ ]  8. | If candidates are approved for telephone interview, Affirmative Action is notified that interviews may be scheduled. | Search Chair |
| [ ]  9. | After telephone interviews are completed, request for Campus Interview form is sent to the Dean for his/her approval  | Search Chair |
| [ ]  10. | Screening Summary Report is sent to AAO informing AAO that the Selection for Campus Interview form has been submitted to the Dean.  | Search Chair |
| [ ]  11. | If candidates are approved, Search Chair is notified that interviews may be scheduled. A. All materials utilized to evaluate are returned to AAO. | Affirmative Action |
| [ ]  12. | On campus interviews are scheduled.  | Search Chair |
| [ ]  13. | Search Committee conducts reference checks on finalists documenting the results on the Reference Check form on the AA website. | Search Committee |
| [ ]  14. | Search Committee Recommendation Form and a strengths/weaknesses statement for each finalist is completed and forwarded to the Dean for his/her review and approval. | Search Chair |
| [ ]  15. | Summary Report is updated and emailed to the Dean and AAO.  A. All materials utilized to evaluate candidates during interview process are delivered to the AA Office | Search Chair |
| [ ]  16. | All documentation is reviewed and appropriate signatures are obtained. | Affirmative Action |
| [ ]  17. | Once all signatures are obtained, AAO will inform the Supervisor he/she may make an offer. | Affirmative Action |
| [ ]  18. | AAO notified that the offer has been accepted. | Dean |
| [ ]  19. | AA Office notifies the search committee that the offer has been accepted and asks the Search Chair to verify all official rating/ evaluation documents have been turned into the AA Office and reminds the search chair/committee to shred all personal notes created during the search process. | Affirmative Action |
| [ ]  20. | Upon acceptance of the offer, unsuccessful finalists/candidates are notified via email. | Affirmative Action |
| [ ]  21. | Search closed and other Affirmative Action reports are completed. | Affirmative Action |

Rev. 11/2020