

RECRUITMENT AND HIRING CHECKLIST

Term Position	Tenure-track, Regular Position	Department/Search Committee	Office of Affirmative Action
XX	XX	Establish Search Committee	
XX	XX	Receive Charge	
XX	XX	Write Position Description	
XX	XX	Develop Evaluative/screening Criteria	
XX	XX	Complete Appendices 8, 9 and 10	
XX	XX	Submit Appendices 8, 9 and 10 to Office of Affirmative Action	Review Appendices 8, 9 and 10. Contact department for answers to any questions Approve appendices and search [usually 1-2 days - telephone or e-mail notification]
XX	XX	Place advertisements [Advertise Widely and Search Aggressively and Intelligently] Contact colleagues, nominees, women and minorities	Post job on the website and submit job announcement to Inview
XX	XX	Screen Applications	
		Check References	
	XX	Submit names of applicants recommended for interview on Appendix 12-Affirmative Action Recruitment Report to Office of Affirmative Action	Review Appendix 12 Contact department for answers to any questions Approve campus interviews [usually 1-2 days-telephone or e-mail notification]
	XX	Schedule and conduct interviews	
XX		Submit completed Appendix 12-Affirmative Action Recruitment Report to Office of Affirmative Action showing applicants interviewed and applicant recommended for hire	Review Appendix 12 Contact department for answers to any questions Approve job offer to recommended candidate [usually 1-2 days-telephone or e-mail notification]
	XX	Submit Appendix 12-Affirmative Action Recruitment Report- to Office of Affirmative Action with the name of applicant recommended for position	Review Appendix 12 Contact department for answers to any questions Approve job offer to recommended candidate [usually 1-2 days-telephone or e-mail notification]
XX	XX	Negotiate with candidate	
XX	XX	Submit Appendix 11- Request for Contract- to the Office of Affirmative Action	Prepare contract and send it to Provost or Vice President [usually 1-4 days]