

TASK	ASSIGNED TO
<input type="checkbox"/> 1. Online Warrior Space form "Position Requisition Request-IFO" form is submitted for approvals. Note: This form includes attaching the Notice of Vacancy as well as completing the search committee composition and recruiting plan sections.	Department Chair
<input type="checkbox"/> 2. Online search committee training completed.	Search Committee
<input type="checkbox"/> 3. Human Resources and search chair meet to review the search process.	Search Chair
<input type="checkbox"/> 4. Rating form and interview questions (telephone and on-campus) are developed and submitted to Human Resources for approval. <b>NOTE: Candidate files will not be released to committee until these documents are received and approved.</b>	Search Committee
<input type="checkbox"/> 5. Files released to committee after all forms are approved.	Human Resources
<input type="checkbox"/> 6. Files are independently rated using the approved rating criteria.	Search Committee
<input type="checkbox"/> 7. Screening Summary Report, indicating which individuals the committee wishes to telephone interview, is forwarded to Human Resources. <b>NOTE: If telephone interviews are not being conducted, skip to Step 10.</b>	Search Chair
<input type="checkbox"/> 8. If candidates are approved for telephone interview, Human Resources will notify the search chair that interviews may be scheduled.	Search Chair
<input type="checkbox"/> 9. After telephone interviews are completed, request for Campus Interview form is sent to the Dean for his/her approval.	Search Chair
<input type="checkbox"/> 10. Screening Summary Report is sent to Human Resources informing HR that the Selection for Campus Interview form has been submitted to the Dean.	Search Chair
<input type="checkbox"/> 11. If candidates are approved, Search Chair is notified that interviews may be scheduled. A. All materials utilized to evaluate are returned to HR.	Human Resources
<input type="checkbox"/> 12. On campus interviews are scheduled.	Search Chair
<input type="checkbox"/> 13. Search Committee conducts reference checks on finalists documenting the results on the Reference Check form on the HR website.	Search Committee
<input type="checkbox"/> 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

<input type="checkbox"/> 15.	Summary Report is updated and emailed to the Dean and HR. A. All materials utilized to evaluate candidates during interview process are delivered to the HR Office.	Search Chair
<input type="checkbox"/> 16.	All documentation is reviewed and appropriate signatures are obtained.	Human Resources
<input type="checkbox"/> 17.	Once all signatures are obtained, HR will inform the Supervisor he/she may make an offer.	Human Resources
<input type="checkbox"/> 18.	HR notified that the offer has been accepted.	Dean
<input type="checkbox"/> 19.	HR 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 HR Office and reminds the search chair/committee to shred all personal notes created during the search process.	Human Resources
<input type="checkbox"/> 20.	Upon acceptance of the offer, unsuccessful finalists/candidates are notified via email.	Human Resources
<input type="checkbox"/> 21.	Search Closed.	Human Resources

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