

TASK	ASSIGNED TO
<input type="checkbox"/> 1. Position Description is submitted to Human Resources for classification/ updating.	Supervisor
<input type="checkbox"/> 2. ASF Union President is contacted requesting solicitation of committee members. For members other than ASF, please contact Affirmative Action Office for guidelines.	Supervisor
<input type="checkbox"/> 3. Upon receiving names of search committee members, the online WarriorSpace "Unclassified Authorization for Recruitment" form is submitted for approvals.	Supervisor
<input type="checkbox"/> 4. Once approved, search committee meets with the Supervisor to discuss the position and elect a Search Chair.	Supervisor
<input type="checkbox"/> 5. Online search training completed.	Search Committee
<input type="checkbox"/> 6. Affirmative Action Office and search chair meet to review the search process.	Search Chair
<input type="checkbox"/> 7. Rating form, Interview questions (telephone and on-campus) are created and submitted to the Affirmative Action Officer for approval. NOTE: Candidate files will not be released to committee until these documents are received and approved by the Affirmative Action Officer.	Search Committee
<input type="checkbox"/> 8. Files released to committee.	Affirmative Action
<input type="checkbox"/> 9. Files are independently rated using the approved rating criteria.	Search Committee
<input type="checkbox"/> 10. 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 12.	Search Chair
<input type="checkbox"/> 11. If candidates are approved for telephone interview, Search Chair is notified that interviews may be scheduled.	Affirmative Action
<input type="checkbox"/> 12. Submit request for Campus Interview Form along with Screening Summary Report to AAO.	Search Chair
<input type="checkbox"/> 13. Either before or after campus interviews, committee conducts reference checks	Search Committee
<input type="checkbox"/> 14. 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
<input type="checkbox"/> 15. On campus interviews are scheduled.	Search Chair

<input type="checkbox"/> 16.	Search Committee Recommendation Form and a Strengths/Weaknesses Statement for each finalist is completed and forwarded to the Supervisor for his/her review and approval.	Search Chair
<input type="checkbox"/> 17.	Summary Report is updated and emailed to the Supervisor and AAO. A. All materials utilized to evaluate candidates during interview process are returned to Affirmative Action	Search Chair
<input type="checkbox"/> 18.	All documentation is reviewed and appropriate signatures are obtained.	Affirmative Action
<input type="checkbox"/> 19.	Once all signatures are obtained, AAO will inform the Supervisor he/she may make an offer.	Affirmative Action
<input type="checkbox"/> 20.	Supervisor notifies AAO the offer has been accepted.	Supervisor
<input type="checkbox"/> 21.	Supervisor informs Human Resources offer has been accepted and requests that HR send a formal offer letter.	Supervisor
<input type="checkbox"/> 22.	Upon receipt of signed offer letter, AA Office notifies the 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
<input type="checkbox"/> 23.	Upon receipt of the signed offer letter, unsuccessful finalists/candidates are notified via email.	Affirmative Action
<input type="checkbox"/> 24.	Search closed and other Affirmative Action reports are completed.	Affirmative Action