

TASK	ASSIGNED TO
<input type="checkbox"/> 1. Position Description is submitted to Human Resources for classification/updating.	Supervisor
<input type="checkbox"/> 2. Supervisor discusses committee composition with Affirmative Action Officer who then contacts the various union presidents requesting solicitation of committee members.	Supervisor/ Affirmative Action
<input type="checkbox"/> 3. Upon receiving names of members, Authorization for Recruitment is completed and submitted for appropriate signatures.	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. AAO Office will provide clerical support to the search chair/committee.	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. <b>NOTE: Candidate files will not be released to committee until these documents are received and approved by the Affirmative Action Officer.</b>	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. <b>NOTE: If telephone interviews are not being conducted, skip to Step 12.</b>	Search Chair
<input type="checkbox"/> 11. If candidates are approved for telephone interview, Search Chair is notified, and the Affirmative Action Office will schedule the telephone interviews.	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. Search committee conducts reference checks on finalists.	Search Chair/ Search Committee
<input type="checkbox"/> 14. If candidates are approved, Search Chair is notified, and the Affirmative Action Office works with the committee to schedule the campus interviews. A. All materials utilized to evaluate are returned to AAO.	Affirmative Action

<input type="checkbox"/> 15.	On campus interviews are scheduled.	Affirmative Action
<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.	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 the interview process are submitted to the Affirmative Action Office.	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 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