

TASK	ASSIGNED TO
<input type="checkbox"/> 1. Position Description (PD) is reviewed to ensure it is up to date. If PD is not up-to-date, PD is updated and submitted to Human Resources. a. Human Resources will conduct Job Audit and submit PD to MnSCU for appropriate classification. Supervisor will be notified of appropriate classification.	Supervisor
<input type="checkbox"/> 2. Classified Request to Fill form completed and submitted to Human Resources. Appropriate signatures are obtained.	Supervisor
<input type="checkbox"/> 3. Bid Announcement is drafted and posted pursuant to union contract a. If bid received, union contract is followed b. If no bid is received, Classified Request to Fill is forwarded to the Affirmative Action Office.	Human Resources
<input type="checkbox"/> 4. Search committee is established, and Committee Composition form is submitted to AAO for review/approval	Supervisor
<input type="checkbox"/> 5. Search committee members and supervisor complete the online search training modules.	Search Committee
<input type="checkbox"/> 6. Search Chair and the Affirmative Action Officer meet to review the search process and his/her role.	Search Chair
<input type="checkbox"/> 7. Affirmative Action Office places ads	Affirmative Action
<input type="checkbox"/> 8. a. Search chair submits file rating form, interview questions (telephone and on-campus), and any testing criteria (if testing is permitted by contract) are established and submitted to the Affirmative Action Officer for approval. NOTE: Candidate Application materials will not be released to committee until these documents are received and approved by the Affirmative Action Officer. b. Supervisor submits interview questions to AAO for approval.	Search Committee
<input type="checkbox"/> 9. Application materials released to committee after deadline date	Affirmative Action
<input type="checkbox"/> 10. Application materials are independently rated using the approved rating criteria.	Search Committee
<input type="checkbox"/> 11. Committee meets to select semi-finalists or finalists.	Search Committee
<input type="checkbox"/> 12. If telephone interviews are requested, approval is obtained from the AAO a. Summary Report is forwarded to AAO indicating which individuals the committee wishes to telephone interview b. If all documentation is in order, AAO will approve and notify Search chair c. Committee conducts telephone interviews	Search Chair
<input type="checkbox"/> 13. If there are internal applicants who are not moving forward, AAO will contact those individuals.	Affirmative Action

<input type="checkbox"/> 14. Selection for Campus Interview form is completed for each candidate the committee wishes to bring to campus to interview and submitted to Affirmative Action Officer for review/approval. <ul style="list-style-type: none"> a. The Summary Report is updated with the results of the Telephone Interviews (if conducted) and emailed to AAO b. If there are internal applicants who are not moving forward, AAO will have a conversation with those individuals 	Search Chair
<input type="checkbox"/> 15. After finalists are approved, Search Chair is notified that interviews may be set up. Candidates should meet with: <ul style="list-style-type: none"> a) Search Committee b) Supervisor c) Vice President (if requested by VP) d) AAO reminds search chair to have finalist complete Authorization for Reference Check form and provide at least 3 professional references 	Affirmative Action
<input type="checkbox"/> 16. Search committee conducts reference checks on Finalists	Search Committee
<input type="checkbox"/> 17. After campus interviews are completed, the Search Committee submits the Recommendation for Hire form and updates the Summary Report. Both documents are emailed to the AAO.	Search Chair
<input type="checkbox"/> 18. All forms completed by the Search Committee to evaluate applicants are forwarded to the AA Office (file rating forms, telephone interview forms and campus interview forms)	Search Chair
<input type="checkbox"/> 19. AAO has conversation with the supervisor on AA goals and who they would like to offer the position to. <ul style="list-style-type: none"> a) Supervisor forwards their evaluation forms and hire justification to AAO 	Affirmative Action
<input type="checkbox"/> 20. All documentation is reviewed and signatures obtained	Affirmative Action
<input type="checkbox"/> 21. Once candidate is approved for hire by the Supervisor and the Vice President, the Affirmative Action Search File and recommended candidate's resume are delivered to Human Resources.	Affirmative Action
<input type="checkbox"/> 22. Salary approval is obtained, and an offer is made.	Human Resources
<input type="checkbox"/> 23. Affirmative Action Office and Supervisor are notified the offer has been accepted.	Human Resources
<input type="checkbox"/> 24. Affirmative Action notifies the search committee that offer has been accepted and reminds them to shred all personal notes created during the search process.	Affirmative Action
<input type="checkbox"/> 25. Upon acceptance of the offer, unsuccessful finalists/candidates are notified.	Affirmative Action
<input type="checkbox"/> 26. Search closed in online applicant system and other Affirmative Action reports are completed.	Affirmative Action