

TASK	ASSIGNED TO
<input type="checkbox"/> 1. Position Description is submitted to Human Resources for classification/updating.	Supervisor
<input type="checkbox"/> 2. Warriorspace form "Position Requisition Request" is completed and submitted for appropriate signatures.	Supervisor
<input type="checkbox"/> 3. Supervisor discusses committee composition with Human Resources who then contacts the various union presidents requesting solicitation of committee members.	Supervisor/ Human Resources
<input type="checkbox"/> 4. Once approved, search committee meets Human Resources to review the search process as well as the Supervisor to discuss the position.	Supervisor
<input type="checkbox"/> 5. Online search training completed.	Search Committee
<input type="checkbox"/> 6. Human Resources and search chair meet to review the search process. Human Resources 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 Human Resources 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.	Human Resources
<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 Human Resources. <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 Human Resources will schedule the telephone interviews.	Human Resources
<input type="checkbox"/> 12. Submit request for Campus Interview Form along with Screening Summary Report to Human Resources.	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 Human Resources works with the committee to schedule the campus interviews. A. All materials utilized to evaluate are returned to Human Resources.	Human Resources
<input type="checkbox"/> 15. On campus interviews are scheduled.	Human Resources

<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 Human Resources. A. All materials utilized to evaluate candidates during the interview process are submitted to Human Resources.	Search Chair
<input type="checkbox"/> 18.	All documentation is reviewed and appropriate signatures are obtained.	Human Resources
<input type="checkbox"/> 19.	Once all signatures are obtained, Human Resources make the offer.	Human Resources
<input type="checkbox"/> 22.	Upon receipt of signed offer letter, Human Resources 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 Human Resources and reminds the search chair/committee to shred all personal notes created during the search process.	Human Resources
<input type="checkbox"/> 23.	Upon receipt of the signed offer letter, unsuccessful finalists/candidates are notified.	Human Resources
<input type="checkbox"/> 24.	Search closed.	Human Resources