

| TASK | ASSIGNED TO |
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| <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. Warriorspace form "Position Requisition Request" is completed. 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, Human Resources will work with the supervisor to conduct an external search | 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 and meet with Human Resources to discuss the search process. | Search Committee |
| <input type="checkbox"/> 6. Search Chair and Human Resources meet to review the search process and his/her role. | Search Chair |
| <input type="checkbox"/> 7. Human Resources 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) to Human Resources for approval. NOTE: Candidate Application materials will not be released to committee until these documents are received and approved. b. Supervisor submits interview questions to Human Resources for approval. | Search Committee |
| <input type="checkbox"/> 9. Application materials released to committee after deadline date | Supervisor |
| <input type="checkbox"/> 10. Application materials are independently rated using the approved rating criteria. | Human Resources |
| <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 Human Resources indicating which individuals the committee wishes to telephone interview b. If all documentation is in order, Human Resources 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, Human Resources will contact those individuals. | Human Resources |

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