

Recruitment and Selection Checklist

Filling Open/Vacant Positions

Pre-Search Process

- ☐ **Position Information Questionnaire (PIQ)**- Hiring Manager completes PIQ and submits to HR for job evaluation
- ☐ **Position Requisition**- Hiring Manager initiates to obtain approval to fill position
- ☐ Pre-Search Consultation-HR and Hiring Manager develop Recruitment Plan (*refer to Appendix A*)
- ☐ Search Committee Chair and Members
 - ☐ Hiring Manager submits selection to HR
 - ☐ Committee members and chair complete Hiring training
 - ☐ Committee members review and sign acknowledgment of Policy 5.38
- ☐ Posting- Once the requisition is approved, HR forwards draft posting to Hiring Manager for review and approval

Recruitment and Search Process

- ☐ Interview Profile- Hiring Manager completes and submits to HR (*refer to Appendix B*)
- ☐ Search Chair reviews Recruitment Plan and Interview Profile with committee members
- ☐ Committee actively participates in Recruitment Activities (*refer to Appendix A*)
- ☐ Evidence of Recruitment Activities submitted to Search Chair who will forward to HR

Screening Process

- ☐ Applicant Status - NEOED
- ☐ Committee assesses applicants through the Applicant Tracking System (NEOED)
 - ☐ Committee members independently rate using the rating system in NEOED
 - ☐ Committee ranks applicants to determine who is interviewed
- ☐ Search Chair reviews NEOED ratings for determination of tier I and tier II candidates (if applicable)

Interviewing, Evaluation and Selection Process

- ☐ Search committee collectively determines interview format
 - ☐ Typical process is phone (or virtual) interview followed by in-person/campus interview- can vary based on position and size of applicant pool.
- ☐ Committee conducts interviews using the established Interview Profile
- ☐ Independent Experience Analysis- Committee members independently evaluate each applicant using the Interview Profile rating scale (NEOED)
- ☐ Team Consensus- Committee members discuss independent evaluations and determine consensus ratings
 - ☐ Search Chair reviews ratings in NEOED
- ☐ Search Chair completes the Applicant Status in NEOED to move appropriate candidates forward
- ☐ Search Chair (or designee) completes reference check on the finalist (*refer to Appendix F*)
- ☐ Final Applicant Status Form and Consensus Form- Search Chair submits to HR (*or Dean to for Faculty*) indicating applicant recommended to hire.
- ☐ **Personnel Action Form** - Hiring Manager request approval to hire and initiate pre-employment screening.
 - ☐ Once the Request to Hire is complete HR notifies the Hiring Manager that an offer can be extended to the selected candidate.