

Getting Started (Hiring Supervisor Actions)

- Schedule meeting with Human Resources to review vacancy
- Submit position justification
- Upon approval, hiring supervisor will post position in SPOLR
- Identify and search chair and committee members
Give the committee a charge (What you are looking for and what you would like for the committee's recommendations)
- Provide the guest user credentials to the search chair

Search Committee Meeting

- Discuss expectations and role of a search committee member
Notify committee members of the required BizLibrary training for search committees (only needs to be completed once annually)
- Review the job description and the required and preferred job qualifications
- Establish a timeline for the search
- Create Application Assessment Tools for committee to use

Application Review

- All search committee members and chair will evaluate all applications using the application assessment tool created
- Meet to discuss applicants based on assessment and determine candidates to phone interview
- Search Chair will request questions for both the phone and on-campus interviews
- Discuss best days and times to schedule phone interviews in an effort for the whole committee to participate
- Search Chair will call candidates to schedule phone interviews using

Phone Interviews

- Search chair will establish set of questions that all candidates will be asked
- Search chair will disburse questions to committee members and identify the plan for asking questions
- Committee members will take notes on the interview questions sheet
- Meet to discuss candidates and determine top two candidates to invite to campus

On-Campus Interviews and Reference Check

- Search Chair will notify supervisor of the candidates they recommend to bring to campus
- Supervisor will initiate the Campus Interview Approval
- When the campus interview is approved by the Vice President, the search chair can schedule on campus interviews
Search chair will ask the supervisor if there are particular individuals that should be included in the interview itinerary
- Itinerary, campus map and parking pass (if necessary) are sent to the candidate
Search chair provides the committee with the on-campus interview questions that include a rating scale and strengths and weaknesses
- Search chair will confirm with candidate that they have their permission to contact references (if immediate supervisor is not listed ask if you can contact them)

Recommendation to the Supervisor:

- Search committee meets to discuss and evaluate candidates
- Search committee compiles final recommendations for the supervisor

Extending an Offer

- Supervisor will utilize Offer Checklist
- Supervisor will log in to SPOLR to change the status of the candidate they would like to hire to Recommend for Hire
- Supervisor will then click on the link to start the Hiring Proposal
- Hiring proposal routes for approval.

- When the request is at the Request Approved for Verbal offer the supervisor will call to offer the position
- If candidate accepts, search chair will reach out to the other candidate that was brought to campus to notify them they were not selected.

- Supervisor will notify Human Resources that the offer has been accepted and provide all necessary hiring details
- Supervisor will notify Human Resources when all candidates have been notified

Closing out the Search

- Human Resources will change the status of all candidates so that they receive an automatic email from SPOLR
- Human Resources will code the search as Filled.
- Human Resources will start the hiring process
- Search Chair collects all documents pertaining to the search and must maintain them for four years