

## Ten Steps to Effective Faculty, Administration and Staff Searches

- Step 1 \_\_\_\_\_ Develop the Position Description and submit **Recruiting Authorization form** to HR/Equity
- Organize the search & form the committee
  - Understand the roles of each person involved in the search
  - Develop a *Time Line*
- Step 2 \_\_\_\_\_ Place recruitment advertising
- Step 3 \_\_\_\_\_ Schedule an orientation meeting with the Director of Equity Programs
- Step 4 \_\_\_\_\_ Begin reviewing applications and respond to applicants
- Send letter of receipt and distribute the **Applicant Data Collection Card\***([available in electronic format](#))
- Step 5 \_\_\_\_\_ Screen the applications and select candidates for interview
- Step 6 \_\_\_\_\_ Submit **Applicant Flow Data form** to Equity Programs  
*\*No interviews until AFD approved*
- Step 7 \_\_\_\_\_ Conduct the interviews
- Conduct telephone interviews, if desired
  - Conduct on-campus interviews (tour, meetings, packets)
- Step 8 \_\_\_\_\_ Make final recommendations
- Complete and submit the **Proposed Appointment Form\***
  - Re-submit the **Applicant Flow Data form** (*Attach to Proposed Appointment form*)
- Step 9 \_\_\_\_\_ The Offer of Employment
- **Background Check**(*PAR cannot be processed until complete*)
  - Notify unsuccessful candidates
  - Thank search committee
- Step 10 \_\_\_\_\_ Welcome your new colleague