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| --- | --- | --- |
| **Completed?** | **Step** | **Detail** |
|[ ]  **Gain College Approval for Hire** | Contact Julie Masterson, Employment Coordinator (EC) to start the process. Julie will collect information and present the request to College Executive Leadership.  |
|[ ]  **Schedule Search Kickoff Meeting with HR Liaison** | Once position is approved, the EC will schedule a search kickoff meeting with the search committee chair and college’s [HR Liaison](https://www.ohio.edu/hr/resources/hr-support-employees). The recruitment plan will be reviewed and/or developed according to the [Staff and Faculty Hiring Process | Ohio University](https://www.ohio.edu/hr/hire-manage/staff-hiring-process). |
|[ ]  **Complete Search Committee Training** | Search committee chairs and members must attend and complete OHIO Search Committee Training according to the [Staff and Faculty Hiring Process | Ohio University](https://www.ohio.edu/hr/hire-manage/staff-hiring-process). Please visit <https://www.ohio.edu/professional-development/courses> for more information and/or to register for sessions. You can also contact the college’s [HR Liaison](https://www.ohio.edu/hr/resources/hr-support-employees). |
|[ ]  **Search Committee Work** | 1. Create/Update Position Description (PD) form [Forms | Ohio University](https://www.ohio.edu/hr/resources/forms) for Staff positions (PD older than 3 years must be updated).
2. Review/edit job description for posting requisition in PeopleAdmin (work with Employment Coordinator or HR Liaison)
3. Agree upon:
	1. Minimum qualifications (must match the PD)
	2. Preferred qualifications (criteria in addition to the minimum qualifications)
	3. Initial candidate evaluation criteria
		1. Create candidate evaluation form
	4. Identify and assign targeted recruitment efforts, e.g. direct contact with potential diverse applicants, send announcement to various listservs, etc.
	5. Posting dates\*
	6. Search process and timeline – e.g. will there be pre-interview assignments, virtual interviews, etc.

\*In general, postings should be at least 15 days in duration (30 for full-time administrators and tenure-track faculty). \*For waiver of posting guidelines, please visit the [UHR website](https://www.ohio.edu/hr/hire-manage/staff-hiring-process) or contact your [HR Liaison](https://www.ohio.edu/hr/resources/hr-support-employees). |
| **Completed?** | **Step** | **Detail** |
| [ ]  | **Complete a Posting Requisition in PeopleAdmin** | The EC will complete a posting requisition in People Admin based upon the agreements made during the search kickoff meeting. Updated PDs must be uploaded in the Posting Documents section of the requisition for Compensation to review. Once the requisition is complete, the EC will the send the requisition to the Planning Unit for review/approval.  |
|[ ]  **Position/Posting** **Approvals** | Planning Unit approver reviews and edits as necessary, then sends the requisition to Compensation if necessary\* (see below) or the Provost for approval. \*For staff positions, requisitions must be sent to Compensation for review if the PDQ is new or has been updated. Faculty requisitions are not reviewed by Compensation.Compensation will review the PDQ, issue results, update the Comp section of the requisition, and submit the requisition to the HR Liaison.The EC will notify the search committee chair, department chair, etc. of Compensation’s results. The HR Liaison will transition the requisition to the Provost or Executive Review Committee (ERC).The ERC meets on a random basis to review position requests. Results are shared with the Senior Director of HR Services and then passed along to HR Liaisons. If positions are approved by the Provost/ERC, the HR Liaison will move the requisition to a status of Approved for Posting. Sometimes the ERC requires more information and will seek this out in between meetings from sources of their choosing. If positions are denied, the requisition will be cancelled. Planning Units cannot request to fill that position again for at least 6 months.  |
| **POSITION IS POSTED** |
| [ ]  | **Post Position and Place Targeted Advertisements** | Once a position is approved for posting by the Provost or ERC, the HR Liaison will publish the posting on ohiouniversityjobs.com. UHR posts all jobs to various on-line sites, which are listed on the recruitment plan page of each requisition. Sites currently include LinkedIn, Twitter, Higheredjobs.com, Diversityjobs.com, HERC, Indeed, OhioMeansJobs, Workforce KY, and Workforce WV. All positions requiring a terminal degree are also posted to the Southern Regional Educational Board (SREB). Colleges/Departments/Planning Units are responsible for all other advertising efforts according to the approved recruitment plan.  |
|[ ]  **Applicants are Pre-Screened** | The hiring manager/search committee members can screen applications for administrative & faculty positions as they are submitted. Applications for Classified staff positions are released after the posting closes and HR has determined if the Rule of 3 has been met.Rule of 3 summary: If at least three minimally qualified, Classified employees apply from within the work department, the vacancy will be filled from within that department. If not, but there are at least three internal, minimally qualified, Classified employees from the planning unit, the vacancy will be filled from within that planning unit. If not, but there are at least three internal, minimally qualified, Classified employees from the university, the vacancy will be filled from within the university. If not, external applicants can be considered for the vacancy.Multiple pre-screening interview activities e.g. writing assignments, phone interviews, etc. can be conducted before a FINAL interview pool is proposed but must be consistently conducted and evaluated. |
|[ ]  **Applicant Tracking Spreadsheet is Completed** | EC provides the search committee chair with an Applicant Tracking spreadsheet which also includes questions regarding the selection process. The search committee chair completes and returns the spreadsheet to the EC.  |
| **Completed?** | **Step** | **Detail** |
|[ ]  **Requisition is Updated and Pool of Finalists Submitted for Approval** | The EC utilizes the completed Applicant Tracking spreadsheet to update information in the requisition, including each applicant’s status and the Pre-Interview Candidate Selection Form. The EC submits the final pool of candidates to the planning unit for review/approval. The Planning Unit approver reviews the pool of finalists. If approved, the requisition is submitted to the HR Liaison for final approval. **Please note: HR must approve finalists before they can be invited to participate in the committee’s final interview process. This review is to ensure that the finalists meet the minimum requirements of the position as described in the PDQ.**  |
| **FINAL INTERVIEWS**  |
|[ ]  **Schedule and Conduct Final Interviews, and Check References** | Search committee chair will work with the EC on arrangements for final interviews as necessary. EC can provide calendaring support, schedule virtual meetings, reserve physical spaces, liaise with CAS Procurement Team on travel arrangements, make reservations, etc. References should be checked before recommendations for hire are made to the Dean.  |
|[ ]  **Update Candidates’ Statuses** | The EC will update each finalists’ status in PeopleAdmin once interviews are complete.The chosen candidate’s status will be updated to “Recommended for Hire”. Others should be moved to “Interviewed-Not Hired” or “Withdrawn” as appropriate. |
| **OFFEREE SELECTED** |
|[ ]  **Obtain Approval of Starting Salary/Hourly Wage for Offeree** | Once a finalist has been recommended for hire, contact the HR Liaison to discuss starting salary. The HR Liaison will complete a review and make a recommendation of starting salary/hourly wage to the Dean and CFAO. Salary offers for staff must be compliant with Compensation’s guidelines [Compensation Overview | Ohio University](https://www.ohio.edu/hr/compensation-pay). |
| **VERBAL OFFER**  |
| [ ]  | **Extend a Verbal Offer** | Once a starting salary has been approved by the Dean and Compensation, if necessary, the search committee chair will be notified and a verbal offer can be made to the chosen candidate. Verbal offers can be made by search committee chairs or the EC. They can be made virtually, by phone, or in writing.  |
|[ ]  **React to Acceptance / Rejection of Final Offer** | If candidate(s) accept offer(s) *and* they will be **new employees to OHIO, ask them to provide you with their social security number and date of birth** (this must be done over the phone – not via email as our email is not encrypted). Once that information is gathered and a start date has been agreed upon, notify the EC. The EC will complete the hiring proposal in PeopleAdmin and submit it to the Planning Unit for review/approval. The Planning Unit approver will submit it to the HR for processing. If the candidate declines the offer, repeat the process above for the next viable candidate. If there are no additional viable candidates, the search must be failed. |
|[ ]  **Update the PeopleAdmin Posting Requisition** | Once candidate(s) have officially accepted offer(s), and the hiring proposals have been completed and submitted, the EC will update the status of the posting in PeopleAdmin to “Offeree(s) Selected”. This prompts the HR Service Center to initiate creation of the official, written offer letter. |
|[ ]  **Offer Letters****Offer Letters- Continued** | **STAFF POSITIONS**: The UHR Employee Service Center manages this process. Offer letter templates are built into People Admin and are automatically generated and emailed to offerees via email from uhr@ohio.edu. Copies of offer letters can be requested from the EC. **FACULTY POSITIONS**: The EC will draft faculty offer letters for tenure track, instructional, and visiting faculty for the Dean’s review/signature. The EC will send faculty offer letters to the offerees via email and copy the department chair. Once returned, copies are saved on the share drive, placed in the new faculty member’s personnel file, and sent to the Provost office and UHR. |
|[ ]  **Notify Interviewed Candidates About Search Outcome** | Contact candidates who were interviewed for the position to let them know that the position has been filled prior to them receiving the automated messages from PeopleAdmin. (Automated messages are sent to all applicants once HR transitions postings to a status of “Filled”.) |
| **RELATED TOPICS** |
| **Records Retention:** As a public institution, all search records must be maintained by the college for a period of three years. For information regarding public records and records requests, please contact Legal Affairs.  |
| **Search Committee Training:** Best practices and recommendations for promoting diverse, inclusive searches are discussed in [OHIO Search Committee Training](https://www.ohio.edu/professional-development/courses).  |
| **Waivers of posting requests:** approved by HR and used to shorten the posting period, conduct a limited area search, promote from within, etc. Contact HR Liaison for more information. See [Staff and Faculty Hiring Process | Ohio University](https://www.ohio.edu/hr/hire-manage/staff-hiring-process) for complete details.  |