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| --- | --- | --- |
| **Completed?** | **Step** | **Detail** |
|[ ]  **Gain Planning Unit Approval for Hire** | Describe your Planning Unit’s staffing request process here |
|[ ]  **Appoint Search Committee Chair** | Search committee chairs should attend and complete OHIO Search Committee Training. Contact your HR Liaison or visit <https://www.ohio.edu/professional-development/courses> to register or for more information.  |
|[ ]  **Search Committee Chair or Department Chair Forms a Dedicated Search Committee** | Create a diverse and inclusive search committee. Consider sex, gender identity, age, race, ethnicity, employment type, collaborative offices, student representation, etc.Search committee members must attend and complete OHIO Search Committee Training. Contact your HR Liaison or visit <https://www.ohio.edu/professional-development/courses> to register or for more information. |
|[ ]  **Search Committee Work** | 1. Create/Update Position Description Questionnaire (PDQ) form for Staff positions
2. Review/edit/create job description for PeopleAdmin (work with hiring manager)
3. Agree upon:
	1. Minimum qualifications
	2. Initial candidate evaluation criteria
		1. Create candidate evaluation form
	3. A recruitment plan designed to attract a diverse pool of applicants.
		1. Assign targeted recruitment efforts, e.g. direct contact with potential diverse applicants, send announcement to various listservs, etc.
	4. Posting dates
	5. Search process and timeline – e.g. will there be pre-interview assignments, Skype interviews, etc.
 |
|[ ]  **Complete a Posting Requisition in PeopleAdmin** | Complete a posting requisition in People Admin. For Staff positions, be sure to attach the updated PDQ, if applicable, in the Posting Documents section of the requisition. In all cases, the committee should work with the hiring manager to complete these steps.  |
|[ ]  **Send Posting Requisition in People Admin to “Planning Unit” for approval** | Planning Unit approver reviews and edits as necessary, then sends it to the appropriate next level approver. Next level approver (Provost or HR) reviews and posts or returns to the department if the position is denied or if additional information is needed.  For Academic Units, Provost sends the posting requisition to HR for review. The Service Center or HR Liaison will review the posting requisition and may provide suggestions or require changes.  HR will forward the requisition on to Compensation if a compensation review is needed. |
|[ ]  **Place Targeted Advertisements** | HR posts on ohiouniversityjobs.com, LinkedIn, Twitter, Higheredjobs.com, Diversityjobs.com, HERC, OhioMeansJobs, Workforce KY, and Workforce WV. Positions are also posted to Southern Regional Educational Board (SREB) for all positions requiring a terminal degree. Departments are responsible for all other advertising efforts. \*In general, postings should be at least 15 days in duration (30 for full-time administrators and Group I faculty). \*For waiver of posting guidelines, please visit the UHR website or contact your HR Liaison. |
| **POSITION IS POSTED** |
|[ ]  **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 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, Skype interviews, etc. can be conducted before a FINAL interview pool is proposed but must be consistently conducted and evaluated. |
|[ ]  **Complete “Pre—Interview Candidate Selection Form”** | Search committees should work with Hiring manager to complete the “pre-interview candidate selection form” in PeopleAdmin which will be reviewed by the planning unit and HR/ECRC before final interviews can be conducted. Please note: planning units may have additional steps regarding interview pool approval. If so, they will be IN ADDITION to those that must be documented in PeopleAdmin. |
|[ ]  **Update Applicants’ Statuses** | After the FINAL pool of candidates is approved by the Planning Unit, update each applicant’s status and complete the Pre-Interview Candidate Selection Form or Candidate Selection Form in the PeopleAdmin Requisition. |
|[ ]  **Submit Final Interview Pool to Planning Unit** | Submit the final pool to the planning unit. The planning unit will either reject or move to HR or Equity Civil Rights Compliance (ECRC - formerly OIE) for their review. |
| **FINAL INTERVIEW POOL SUBMITTED FOR APPROVAL** |
|[ ]  **Await Approval of Final Pool** | HR or ECRC will examine the final pool and recruitment efforts to ensure compliance with the university’s diversity initiative and that finalists meet the stated minimum requirements.**Do not invite candidates to participate in final interviews prior to receiving approval of the final pool by HR or ECRC.** |
|[ ]  **Schedule and Conduct Final Interviews** | Enter your planning unit’s procedures for final interviews here. For more information or guidance, contact your HR Liaison. |
|[ ]  **Update Candidates’ Statuses** | Each finalist’s status should be updated in PeopleAdmin.Move chosen candidate(s) status’ to “Recommended for Hire”. Others should moved to “Interviewed-Not Hired” or “Withdrawn” as appropriate. |
| **OFFEREE SELECTED** |
|[ ]  **Extend a Verbal Offer** | Once a finalist has been recommended for hire, please check with your planning unit for any additional steps regarding making an offer. Otherwise, proceed with verbal offer. Salary offers for staff must be compliant with Compensation guidelines.  |
|[ ]  **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 salary has been agreed upon, complete the hiring proposal in PeopleAdmin and submit it to the planning unit. The planning unit designee will submit it to the HR Service Center for processing. If candidate(s) decline the offer, negotiate as allowable per your planning unit’s procedures, move to make a verbal offer to the next viable candidate, or fail the search. |
|[ ]  **Update the PeopleAdmin Posting Requisition** | Once candidate(s) have officially accepted offer(s), and the hiring proposals have been completed and submitted, update the status of the posting in PeopleAdmin to “Offeree(s) Selected”. |
|[ ]  **Offer Letters** | **FACULTY POSITIONS**: Enter your planning unit’s process for faculty offer letters here. Do not forget to provide copies of signed faculty offer letters to the Provost office and to HR if relocation assistance is being provided.**STAFF POSITIONS**: The Employee Service Center processes and emails draft copies of offer letters to the hiring manager and HR Liaison. Upon approval, offer letters are emailed to offerees. |
|[ ]  **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 department 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. |