

# HIRING PROCESS CHECKLIST

Done ✓	Task Description
	<p><b>Search Committee Chair obtains appropriate approval to hire for Position Vacancy or New Position:</b></p> <ul style="list-style-type: none"> <li>○ <b>Vacancy:</b> Review current position description and update, if necessary</li> <li>○ <b>New Position:</b> Contact HR and request similar position description to use as a model for new description               <ul style="list-style-type: none"> <li>○ <b>Search Committee Chair</b> forwards position description to HR Director for review and approval</li> <li>○ <b>HR Director</b> reviews and approves position for hiring process to proceed</li> </ul> </li> </ul>
	<p><b>Search Committee Chair completes Employment Requisition (ER) &amp; Recruitment Form (recommending hiring process timeline, advertising, search committee members) and routes forms with position description to:</b> Business Office, Human Resources, and President for approval</p> <ul style="list-style-type: none"> <li>○ <b>Search Committee Chair</b> informs individuals that they have been selected to participate in the <b>search committee</b></li> </ul> <p><b>NOTE:</b> The President or HR Director may make changes to the recommended committee members</p>
	<p><b>HR will post the position on the FVCC website and advertise per Recruitment Form</b></p> <ul style="list-style-type: none"> <li>○ Recommendations for industry/academic specific websites for advertising are highly encouraged</li> </ul>
	<p><b>On (or before) review date, HR will electronically release applications to the committee members and email committee the hiring and screening materials.</b></p> <ul style="list-style-type: none"> <li>○ <b>Search Committee</b> should complete Applicant Screening Matrix prior to first search committee meeting</li> <li>○ After the pool is narrowed, the entire <b>Search Committee</b> will meet for further screening</li> </ul> <p><b>NOTE:</b> If more than twelve applications are received, the <b>Search Committee Chair and majority of the Search Committee</b> shall review the application materials for minimum qualifications to reduce the pool of applicants</p>
	<p><b>Committee will identify top candidates to interview, develop interview questions and identify Committee Members who will conduct reference checks.</b></p> <ul style="list-style-type: none"> <li>○ <b>Search Committee Chair</b> will email the interview questions to HR Director for review and approval</li> </ul> <p><b>NOTE:</b> If candidates are from out of local area, Skype interviews are highly encouraged for first-round interviews. <i>Local candidates may be interviewed on campus.</i></p>

	<p><b>Search Committee and Recruiter will conduct interviews</b></p> <ul style="list-style-type: none"> <li>○ Following the last interview, <b>Search Committee</b> will meet to deliberate and make hiring recommendation</li> <li>○ <b>Search Committee</b> will identify pros/cons of each candidate interviewed to support hiring recommendation</li> </ul>
	<p><b>Search Committee Chair will prepare Hiring Memo outlining that they followed the hiring process, the reason for selecting/deselecting top candidates and the recommendation of the Committee</b></p> <ul style="list-style-type: none"> <li>○ <b>Search Committee Chair</b> will email the Hiring Memo to their VP/Director and the HR Director</li> <li>○ The VP/Director will review the committee’s recommendation and either request further information or forward the Memo to the President and HR Director with a recommendation for hire</li> <li>○ The President will review the Memo and either request further information, approve or not approve the hire</li> </ul>
	<p><b>Upon approval of the President, the Search Committee Chair will work directly with HR Director to determine an approved salary range</b></p> <ul style="list-style-type: none"> <li>○ <b>Search Committee Chair</b> will make the job offer to the candidate contingent upon the successful completion of the background check and approval of the Board of Trustees</li> <li>○ <b>Search Committee Chair</b> will establish start date in conjunction with candidate</li> </ul> <p><b>NOTE:</b> The candidate must sign background check authorize with HR prior to employment</p>
	<p><b>After offer acceptance, Search Committee Chair will verbally contact the interviewed finalists with regrets</b></p>
	<p><b>Recruiter will close position and notify all non-interviewed candidates with regrets</b></p>
	<p><b>Search Committee Chair will collect all applicant materials (applications/resumes, screening matrix, interview notes, etc.) from Search Committee Members and deliver them to Recruiter for purpose of records retention and closing out the hiring process</b></p> <p><b>NOTE:</b> Do not throw any application materials away</p>
	<p><b>New Hire Employee will complete new hire process with HR prior to starting in their new position</b></p>
	<p><b>On New Employee’s first day of work, Supervisor will send an all-campus email introducing their new employee</b></p> <ul style="list-style-type: none"> <li>○ <b>Supervisor</b> will conduct department specific onboarding process with new employee</li> </ul>