



## FACULTY Recruitment Step by Step Process

<b><u>Task</u></b>	<b><u>Responsible Person/Group</u></b>
Identify a need for a new position(s) or to refill an existing position(s).	Department Head
Complete a request to fill a position with justification and submit to College Leadership Team (Dean, HR Manager, Director of Finance) Utilizing Position Description form.	Department Head
Complete position review.	College Leadership Team
Notification of approval or denial is sent to requestor.	HR Manager
Meet to create a job description and job posting Identify a search committee and search timeline Discuss advertising strategies	Department Head & HR Manager
Create a Position Control Number or identify a proper unused Position Control Number Route transaction for approvals to: <ul style="list-style-type: none"> <li>• Director of Finance</li> <li>• HR Recruitment (Main HR)</li> </ul>	HR Manager
Create Requisition (job posting) in Talent System Route Requisition for approvals to: <ul style="list-style-type: none"> <li>• Hiring Manager</li> <li>• Director of Finance</li> <li>• Dean</li> <li>• UA Compensation Team (Main HR)</li> <li>• HR Recruitment (Main HR)</li> </ul>	HR Manager
Advertise as necessary and previously determined.	HR Manager
Conduct Search Committee Training on New Talent System with committee members. Collect all signed confidentiality forms (This will likely take place after job posting is open to give the search committee the ability to train on their own job posting and candidates.)	HR Manager





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Receive Search Committee Training from HR Manager. Sign Confidentiality Form	Search Committee
Meet to discuss: <ul style="list-style-type: none"><li>• Desired outcome of the search</li><li>• Candidate expectations</li><li>• Design an appropriate review process for applicants</li><li>• Decide on proper interview process (phone, in-person, zoom, etc.) Including one on one time with Department Head or Dean, and possible campus visits for finalists.</li><li>• Decide when reference checks will be conducted and on which candidates.</li><li>• Create initial set of interview questions focusing on minimum qualifications and job duties specific to the position to be filled</li><li>• Create set of reference check questions.</li></ul>	Search Committee
Submit <ul style="list-style-type: none"><li>• Review process</li><li>• Interview process and questions</li><li>• Reference check process and questions</li></ul> to HR Manager for review	Search Chair
Review and approve following processes <ul style="list-style-type: none"><li>• Review process</li><li>• Interview process and questions</li><li>• Reference check process and questions</li></ul>	HR Manager
After Posting has closed, or review date has passed <ul style="list-style-type: none"><li>• Review applicants based on previously designed review process</li><li>• Agree on a set of candidates to move forward in the process</li></ul>	Search Committee
Send lists of <ul style="list-style-type: none"><li>• Candidates not chosen with disposition codes</li><li>• Candidates to be interviewed</li></ul> to HR Manager.	Search Chair
Update candidate dispositioning in the job posting based on information from Search Committee	HR Manager
Schedule interview process with candidates based on previously agreed process and timeline.	Search Chair





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Conduct Interviews with selected candidates based on previously determined interview process.	Search Committee
Meet to identify final candidate(s) (This can happen after the last interview or on another day, depending on the preference of the search committee.)	Search Committee
Finalize reference checks, if not completed earlier in the process.	Search Chair
Submit written recommendations to Dean	Search Chair
Meet with HR Manager to discuss final candidate, starting salary and start date	Search Chair
Contact final candidate to make a verbal offer with starting salary and start date.	Search Chair
Notify HR Manager of outcome of verbal offer	Search Chair
Create and send Offer Letter and attach New Employee Checklist to offer letter and send for approvals <ul style="list-style-type: none"><li>• Finance Manager</li><li>• Dean</li><li>• Central HR (only if University Employee)</li><li>• Candidate</li></ul>	HR Manager
Send New Hire Forms to candidate (through Adobe Sign)	HR Manager
Notify: <ul style="list-style-type: none"><li>• Department Head</li><li>• College Leadership Team</li></ul> That a signed offer letter has been received.	HR Manager
Notify IT Manager of new hire.	HR Manager
Order and set up Equipment needs based on position.	IT Manager
Contact other interviewed candidates, notifying them of the outcome of the search.	Search Chair





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Disposition interviewed candidates in Talent System, close out search (mark as filled)	HR Manager
Submit New Hire Transaction in UAccess System	HR Manager
Work with new hire to obtain appropriate I-9 documentation	HR Manager
Contact new hire to discuss first day schedule (when, where, and who to meet with initially)	Hiring Manager
Meet with new hire to review college level on boarding information.	Faculty Affairs Coordinator
Meet with new hire to review department level on boarding information.	Department Head

