**Radford University**

**Classified Staff Search Procedures**

Checklist – Responsibilities of Hiring Manager

[ ]  Letter of Resignation submitted to Human Resources

[ ]  Create an action in PeopleAdmin to request to fill position. Make edits to position as needed and submit action through approval process.

[ ]  Work with Human Resources to identify advertising sources.

[ ]  Work with Human Resources regarding screening the position. If completing the initial screening, create a screening matrix based on qualifications listed in advertisement

[ ]  Create Search Committee

[ ]  Initial screening of applicant pool (Human Resources can do the initial screening and forward applicants meeting minimum qualifications)

[ ]  Search Committee reviews application materials for applicants meeting minimum qualifications using screening matrix

[ ]  Intensive screening of qualified applicants

[ ]  Evaluation of semi-finalists (Skype/Phone Interviews Optional)

[ ]  Search committee develops interview questions for semi-finalists

[ ]  Skype/Phone interviews

[ ]  Search committee meets to discuss semi-finalists interviewed and selects finalists for campus interview

[ ]  Evaluation of finalists

[ ]  Search committee identifies 3-5 candidates for campus interview

[ ]  Campus Interviews

[ ]  Search committee develops campus interview questions for finalists

[ ]  Campus interviews arranged

[ ]  Have finalists complete the Authorization for Criminal Background Check form and send in a sealed envelope to Human Resources

[ ]  Search committee evaluates interview responses and identity final candidate to hiring manager

[ ]  Reference check conducted on top candidate(s)

[ ] Work with Management and Human Resources to get approval for the salary prior to contacting the selected candidate. Work with Management and Human Resources to get approval for the salary prior to contacting the selected candidate.

[ ]  Contact candidate to make contingent verbal offer and obtain information needed to complete the hiring proposal.

[ ]  Create a Hiring Proposal in PeopleAdmin for finalist and route for approval.

[ ]  Once Human Resources receives the approved Hiring Proposal and background check results, Human Resources will contact the hiring manager to give the okay to make the formal employment offer.

[ ]  Complete the employment offer letter and send to selected candidate.

[ ]  Receive signed offer letter and send to Human Resources so new employee can be added to the Human Resources systems and scheduled for new employee orientation

[ ]  Change status of remaining candidates in PeopleAdmin so the posting can be completed with a status of “filled” and automatic emails are sent to all applicants.