**Radford University**

**Administrative and Professional Faculty**

**Search Procedures**

Checklist

Letter of Resignation submitted to Human Resources

Work with Human Resources to develop a recruiting plan. Identify timelines and goal for completion

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 Search Chair to create a screening matrix based on qualifications listed in advertisement

Create Search Committee

Submit job advertisement for other recruitment sources to HR for approval

Search committee should complete the initial screening of the applicant pool after the posted review date to determine applicants meeting minimum requirements.

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)

Recommend candidate to Dean, Vice President or other senior level official

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.