**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.