The University of Akron  
Talent Development & Human Resources  

**HIRE PROCESS CHECKLIST FOR FULL-TIME FACULTY POSITIONS**  
Last Updated: July 2016

<table>
<thead>
<tr>
<th>Section</th>
<th>Key Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPM</td>
<td>Complete a Separation PAF and route for signatures to remove incumbent from position <em>(if necessary)</em></td>
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**Obtain Approval for a Position Vacancy and Recommend a Search Committee**

<table>
<thead>
<tr>
<th>Department Chair/Director or Dean</th>
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<tbody>
<tr>
<td>Meet and develop a strategic rationale for new or replacement position that includes a job description and suggested make-up of the search committee membership per Collective Bargaining Agreement for AAUP, Article 11, Section 1, B</td>
<td>Establish recommended salary range</td>
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<tr>
<td>Complete a Position Request Form</td>
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<table>
<thead>
<tr>
<th>Dean</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Approve/modify request</td>
<td>Obtain approval from Provost Office</td>
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<table>
<thead>
<tr>
<th>Provost</th>
<th></th>
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<td>Approve/modify request</td>
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**Approvals/Notifications**

<table>
<thead>
<tr>
<th>Dean/Vice President</th>
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<tbody>
<tr>
<td>Forward position request materials to HR Classification Services for job analysis then approval by AVP of Talent Development &amp; HR</td>
<td></td>
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<tr>
<td>HR forward materials for Budget/Controller funding verification</td>
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<tr>
<td>HR Recruiter email HPM an approved copy of the position request</td>
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**Discuss Charge to Committee, Obtain Approval to Advertise, and Recruit for Applicants**

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<td>Schedule a kickoff meeting to discuss search committee responsibilities</td>
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<table>
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<tr>
<td>Reference the Collective Bargaining Agreement for AAUP</td>
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<tr>
<td>To attend a Search Committee training session to discuss compliance matters, and obtain strategies on how to widen the pool of qualified and diverse applicants sign up at <a href="https://share.uakron.edu/seminars/">https://share.uakron.edu/seminars/</a></td>
<td></td>
</tr>
<tr>
<td>Write an Ad Copy and include advertising location details (view sample ad copies)</td>
<td></td>
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<tr>
<td>Email Ad Copy/advertising location details to Department Chair/Director for review and submission through approval routing process</td>
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<tr>
<td>Email to HPM: 1) Ad copy, 2) advertising location details, and 3) search committee composition</td>
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<td>Create a job opening via Recruiting Solutions to kickoff recruiting approval process</td>
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<tr>
<td>Approvers review/approve job opening. Tutorials can be viewed at <a href="http://www.uakron.edu/training/RecruitSol.dot">http://www.uakron.edu/training/RecruitSol.dot</a></td>
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<tr>
<td>HPM notify Search Committee Chair that position has been approved</td>
<td></td>
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<td>HPM notify interested parties of approved position and provide instructions on how to view data</td>
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<tr>
<td>Upon approval of job opening, advertise in listservs, at conferences, etc. when appropriate and actively recruit qualified and diverse applicants</td>
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<tr>
<td>Any cost advertisement will be placed by HR Recruiter</td>
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**Screen Applicant Materials and Obtain Approval of Shortlist**
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| Search Committee                | - Screen applicant materials ([Recruiting Solutions: Search Committee Quick Guide](http://www.uakron.edu/training/RecruitSol.dot))  
   - Compile a shortlist: For tutorials on how to review/approve short list can be found at [http://www.uakron.edu/training/RecruitSol.dot](http://www.uakron.edu/training/RecruitSol.dot)  
   - Develop interview questions (view [sample interview questions](http://www.uakron.edu/training/RecruitSol.dot))  
   - Forward shortlist and interview questions for review and approval                                                                                                                                 |
| Search Chair                    | Forward to HPM:  
   - Short list of candidates to be interviewed  
   - Interview questions                                                                                                                                                                                  |
| HPM                             | - Manage position through Recruiting Solutions  
   - Notify first approver via MS Outlook that short list needs to be reviewed/approved                                                                                                                |
| Approvals/Notifications          | - EEO/AA Office notify HPM (and copy Recruiter) that shortlist and interview questions have been approved                                                                                                 |
| Interview Qualified Candidates   | **Search Committee** Upon approval of shortlist and interview questions:  
   - schedule then conduct interviews  
   - conduct reference checks and verify credentials                                                                                                                                                   |
| Select Finalists then Obtain Approval to Extend a Job Offer | **Search Committee**  
   - Document selected finalists; include [rationale to select/non-select interviewed candidates](http://www.uakron.edu/training/RecruitSol.dot)  
   - Submit recommendation for review by Department Chair/Director  
   **Approvals / Recommendations / Notifications**  
   - [Per most current Collective Bargaining Agreement, Section 1, D1-4...](http://www.uakron.edu/training/RecruitSol.dot)  
   - Department chair/school director -- make a separate recommendation from that of the Search Committee, and submit both recommendations in SEQUENTIAL order to the Dean  
   - Dean -- make a separate recommendation and submit all three recommendations in SEQUENTIAL order to the Provost  
   - If Office of Academic Affairs approves the bargaining unit faculty recommendation, the Dean can then extend a verbal job offer  
   **Dean**  
   - Extend a verbal job offer to determine salary, etc.  
   - Generate an [offer letter](http://www.uakron.edu/training/RecruitSol.dot) and submit for approval by Office of Academic Affairs  
| Prepare Successful Candidate for Hire | **HPM**  
   - Hire candidate via Recruiting Solutions  
| Final Reporting                  | **Search Committee**  
   - Notify non-selected “interviewed” candidates  
   **Search Chair / HPM**  
   - Search File Close-out: Upload or send to HRES any and all documents from the search process to be kept in HR for three years  
   - [Recruitment Expense Report](http://www.uakron.edu/training/RecruitSol.dot): complete and forward to HRES  
| Onboard the New Hire             | **Hiring Supervisor or Designee**  
   - [Orient the new employee](http://www.uakron.edu/training/RecruitSol.dot)