

## HIRE PROCESS CHECKLIST FOR FULL-TIME FACULTY POSITIONS

Last Updated: October 2020

Section	Key Action Item
HPM	<input type="checkbox"/> Complete a <a href="#">Separation PAF</a> and route for signatures to remove incumbent from position <i>(if necessary)</i> . <b>NOTE:</b> Successful Internal Transfers do not require a Separation PAF
<b>Obtain Approval for a Position Vacancy – NOTE: All University-Funded Position Requests will be reviewed for Mission-Critical Need by the Position Review Committee</b>	
Department Chair/Director or Dean	<input type="checkbox"/> In collaboration with the academic unit, Dean, and Provost the Department Chair/Director will 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 <a href="#">Collective Bargaining Agreement</a> for AAUP, Article 11, Section 1, C & D <input type="checkbox"/> Dean and Provost will collaborate with Human Resources and Budget to establish a recommended salary range <input type="checkbox"/> Upon preliminary approval by the Dean and Provost, the Department Chair completes a formal <a href="#">Position Request Form (PRF)</a> .
Dean	<input type="checkbox"/> Approve/modify request <input type="checkbox"/> Obtain approval from Office of Academic Affairs (OAA)
Approvals/ Notifications	<input type="checkbox"/> <b>Dean/Vice President</b> forward position request materials to the Position Review Committee for analysis/approval at <a href="mailto:PRC@uakron.edu">PRC@uakron.edu</a> <input type="checkbox"/> Approved position requests will be routed to HR Classification Services for job analysis and approval by Associate VP, Human Resources/CHRO <input type="checkbox"/> <b>HR</b> forward position request for Budget/Controller funding verification <input type="checkbox"/> <b>HR</b> email HPM & Equal Employment Opportunity Office (EEO) an approved copy of the PRF and Classification Specification to create the job opening
<b>Establish a Search Committee, Obtain Approval to Advertise and Recruit for Applicants</b>	
Department Chair/Director or Dean	<input type="checkbox"/> Establish a diverse and credible Search Committee <input type="checkbox"/> Meet with Search Committee to discuss committee responsibilities
Search Committee	<input type="checkbox"/> Reference the <a href="#">Collective Bargaining Agreement</a> and the <a href="#">Resources for Hiring Departments</a> web page <input type="checkbox"/> Complete the required Brightspace Search Committee training to discuss compliance matters and obtain strategies on how to widen the pool of qualified and diverse applicants <input type="checkbox"/> Meet to clarify search committee responsibilities, review position requirements and prepare and/or approve an Ad Copy (view <a href="#">sample ad copies</a> ).
Department Chair/Director or Search Committee Chair	<input type="checkbox"/> Email to HPM: <ol style="list-style-type: none"> <li>1) Search Committee member names</li> <li>2) Approved ad copy</li> <li>3) Approved advertising and networking location details</li> <li>4) Account code(s) for salary, background, and advertising costs</li> </ol>
HPM	<input type="checkbox"/> Create a job opening via PeopleSoft Recruiting Solutions to initiate the recruiting approval process
Approvals/ Notifications	<input type="checkbox"/> Approvers <a href="#">review/approve job opening</a> via PeopleSoft Recruiting Solution. <input type="checkbox"/> <b>HPM</b> notify Search Committee Chair that position has been approved <input type="checkbox"/> <b>HPM</b> notify interested parties of approved position and provide instructions on how to view data
Search Committee	<input type="checkbox"/> Upon approval of job opening, advertise in listservs, at conferences, etc. when appropriate and actively recruit qualified and diverse applicants <input type="checkbox"/> <b>HR Recruiter</b> place cost advertisement, if applicable

<b>Screen Applicant Materials and Obtain Approval of Short List</b>	
Search Committee	<input type="checkbox"/> Compile a short list of selected applicants for interviews, include decision rationale (after the 30-day posting) using the criteria in the search plan. For assistance, use our <a href="#">Recruitment Process for Faculty Positions</a> and our <a href="#">Resources for Hiring Departments</a> web page <input type="checkbox"/> Develop <a href="#">interview questions</a> (view <a href="#">sample interview questions</a> )
Search Chair/Department Chair	Review and forward to Dean: <input type="checkbox"/> Short list of candidates to be interviewed <input type="checkbox"/> Interview questions
Dean	Review and forward to OAA: <input type="checkbox"/> Short list of candidates to be interviewed <input type="checkbox"/> Interview questions
OAA	Review and forward to <a href="mailto:EEOCompliance@uakron.edu">EEOCompliance@uakron.edu</a> : <input type="checkbox"/> Short list of candidates to be interviewed <input type="checkbox"/> Interview questions
EEO/AA	<input type="checkbox"/> Notify the Search Committee Chair, the HPM, and copy the HR Recruiter that short list and interview questions have been approved
HPM	<input type="checkbox"/> Manage position through PeopleSoft Recruiting Solutions <input type="checkbox"/> Upon approval of short list and interview questions, schedule phone or virtual interviews for position vacancy
<b>Interview Qualified Applicants on Short List via Phone or Virtual Interview NOTE: Interviews must be previously approved by EEO. Failure to obtain approval will result in a failed search.</b>	
Search Committee	<input type="checkbox"/> Conduct scheduled interviews via phone or virtual interview <input type="checkbox"/> Determine selected finalists for in-person interviews
<b>If In-Person (2<sup>nd</sup> interviews) will be Conducted, Obtain Approval of Final Candidates NOTE: Interviews must be previously approved by EEO. Failure to obtain approval will result in a failed search.</b>	
Search Chair/Department Chair	Review and forward to Dean: <input type="checkbox"/> Final candidates to be interviewed <input type="checkbox"/> Interview questions
Dean	Review and forward to OAA: <input type="checkbox"/> Final candidates to be interviewed <input type="checkbox"/> Interview questions
OAA	Review and forward to <a href="mailto:EEOCompliance@uakron.edu">EEOCompliance@uakron.edu</a> : <input type="checkbox"/> Final candidates to be interviewed <input type="checkbox"/> Interview questions
EEO/AA	<input type="checkbox"/> Notify the Search Committee Chair, the HPM, and copy the HR Recruiter that the final candidates and interview questions have been approved
HPM	<input type="checkbox"/> Manage position through PeopleSoft Recruiting Solutions. <input type="checkbox"/> Upon approval of short list and interview questions, schedule phone or virtual interviews for position vacancy
<b>Interview Final Candidates On Campus</b>	
Search Committee	<input type="checkbox"/> Conduct scheduled interviews <input type="checkbox"/> Conduct <a href="#">reference checks</a> for selected candidate and verify credentials <input type="checkbox"/> Notify The Office of Academic Affairs interviews have been completed/Provost to contact candidates
Provost	<input type="checkbox"/> Provost will contact all selected in person final candidates to answer any questions and advocate for employment opportunity

<b>Select Finalists, then Obtain Approval to Extend a Job Offer</b>	
Search Committee	<input type="checkbox"/> Document selected finalists; include <a href="#">rationale to select/non-select interviewed candidates</a> <input type="checkbox"/> Submit recommendations for review by academic unit bargaining unit faculty <input type="checkbox"/> Bargaining unit faculty vote and provide rationale/summary for selected candidates
Approvals / Recommendations / Notifications	Per most current <a href="#">Collective Bargaining Agreement</a> for AAUP, Article 11, Section 1, F and G 1-2 : <input type="checkbox"/> <b>Search Committee/Search Chair</b> submit summary of vote and academic unit selection rationale to Department Chair/Director <input type="checkbox"/> <b>Department Chair/School Director</b> make a separate recommendation from that of the Search Committee and submit both recommendations in <u>sequential</u> order to the Dean <input type="checkbox"/> <b>Dean</b> make a separate recommendation and submit all three recommendations in <u>sequential</u> order to the Provost
Dean	<input type="checkbox"/> If Office of Academic Affairs approves the bargaining unit faculty recommendation, extend a verbal job offer contingent upon successful background check to the candidate and negotiate salary offer, if appropriate <input type="checkbox"/> Generate an <a href="#">offer letter</a> and submit for approval by Office of Academic Affairs and Human Resources.
<b>Prepare Successful Candidate for Hire</b>	
HPM	<input type="checkbox"/> Complete Prepare for Hire in PeopleSoft Recruiting Solutions (For assistance, use our <a href="#">Recruitment Process for Faculty Positions</a> document)
HR Recruiter	<input type="checkbox"/> Schedule an appointment with candidate to complete necessary hiring forms. <input type="checkbox"/> <b>NOTE:</b> Search Waiver CANNOT be extended with a PAF and must undergo the competitive hiring process after the initial hire period.
<b>Final Reporting</b>	
Search Committee	<input type="checkbox"/> Notify non-selected “interviewed” candidates of job status
Search Chair / HPM	<input type="checkbox"/> Search File Close-out: Upload or send through campus mailing any remaining documents from the search process to HR Recruiter to be retained on site for three years
<b>Onboard the New Hire</b>	
Hiring Official or Designee	<input type="checkbox"/> <a href="#">Orient the new employee</a>