

Estimated Search Timeline Form*

(To be completed collaboratively by Hiring Supervisor and Search Committee)

Vacant Position Title and JVA#: _____

<u>Dates</u>	<u>Activity</u>
	Job Posting Date
	<p>Search Committee Charge Meeting –Scheduled by Committee Chair; conducted by Office of Human Resources (HR); should occur within 5 work days of job posting date.</p> <p>General Purpose: Overview of search process and Committee Members’ responsibilities.</p> <ul style="list-style-type: none"> • Committee is <i>advisory</i> to the Hiring Supervisor. • Search information and discussions are strictly confidential. • Adherence to relevant University policies/procedures and state/federal regulations required • Each search committee member, by serving, has voluntarily agreed that they will not become an applicant for this position during the course of this specific search.
	Committee schedules key dates for action items. Completes interview questions; Chair submits to Office of Human Resources for Affirmative Action Officer, or his/her designee, for approval, <i>prior to electronic release of applications to the committee.</i>
	Committee reviews and evaluates applications in accordance with posting criteria (i.e. stated qualifications) & recommends semi-finalists for interviews.
	Chair discusses recommendations with Hiring Supervisor; obtains Hiring Supervisor>Director>Vice President approval to extend invitations for interviews. Chair plans and coordinates interviewing logistics.
	Chair schedules interviews dates and relevant arrangements, coordinates with those involved in the interviewing process, such as Search Committee members, Hiring Supervisor, respective Director/Vice President, and notifies Human Resources of interviewee information prior to conducting interviews.
	Interviews are conducted by the Committee and others as appropriate (such as Hiring Supervisor/Director, Vice President within reporting area, and potentially the President). Interview questions must be consistent (the same interview questions must be asked of each and all interviewees), and interview methodology must be consistent.
	When final interviews conclude, the Search Committee may recommend one or more candidate(s) as the finalist(s). The Chair provides a written summary to the Hiring Supervisor outlining the strengths and weaknesses of the recommended top candidate(s) based on Committee’s feedback. Recommendation rationale must be job-related.
	Hiring Supervisor makes hiring decision, obtains leadership approval within the reporting structure (i.e. Vice President, perhaps President) to proceed. Hiring Supervisor makes written request to HR for HR to conduct references & background check on finalist(s). Chair must complete search documentation & is responsible to submit all search committee materials (including those from <u>each</u> search committee member, with each member <u>signing</u> their respective search materials) to HR <i>before an offer may be extended.</i>
	Hiring Supervisor, after receiving references and with concurrence of respective Vice President and perhaps President, determines whether an employment offer is to be extended. When proceeding with an offer, the Office of Human Resources as the President’s designee, or other President’s designee such as the Provost, extends employment offer.

*Steps in the Estimated Search Timeline Form are provided as general guidance only.