

## Estimated Search Timeline Form\*

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

**Vacant Position Title:** \_\_\_\_\_

<u>Dates</u>	<u>Activity</u>
	<b>Job Posting Date</b>
	<b>Search Committee Charge Meeting</b> – Generally, scheduled by Committee Chair and conducted by Office of Human Resources (HR) and the Hiring Supervisor. (Recommended to be conducted within first 10 work days of job posting.) Committee schedules key dates to conduct committee action items.
	<b>Committee completes screening tool &amp; interview questions;</b> Chair submits to Director of Human Resources/Affirmative Action Officer for approval <b>prior to electronic release of applications to the committee.</b>
	Committee reviews applications, using the pre-approved screening tool, & 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, coordinating with those involved in the interviewing process, such as Search Committee members, Hiring Supervisor, respective Director/Vice President, Human Resources, others as appropriate and the Interviewees.
	Interviews are conducted by the Committee and others as appropriate (such as Director, Vice President within reporting area). Committee may ask only the pre-approved interview questions and must be consistent. The same interview questions must be asked of each and all interviewees.
	At conclusion of interviews, Committee (via the Chair) recommends finalist(s) to the Hiring Supervisor. If more than one finalist, finalists are to be ranked in order of preference. Recommendations must include a brief, valid, job/position-relevant rationale.
	Chair discusses recommendations with Hiring Supervisor. After obtaining approval from the Hiring Supervisor>Director>Vice President to proceed, the Hiring Supervisor makes written request to HR to conduct references & background check on the finalist(s). Chair must complete search documentation & is responsible to submit <b>all</b> search materials (including those from each search committee member, signed by the search committee member) to HR <b>before an offer may be extended.</b>
	Upon receiving, HR provides background check and reference information to the Hiring Supervisor. Hiring Supervisor makes hiring decision with concurrence of respective Vice President and President.
	The President or his/her designee, such as Human Resources, extends employment offer.

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