WASHINGTON STATE UNIVERSITY | *Department of* Human Resource Services

Faculty Recruitment Checklist

Key: Search Chair=SC, Search Committee Members=SCM, Search Support=SS

This checklist serves as a guide for conducting a faculty search. Actual steps may differ slightly between a given area/college.

Visit the Faculty Recruitment ToolKit at hrs.wsu.edu/fac+recruit for more info and resources

Who is Typically Involved			Action Item
Phase 1: PREPARE			
☑ SC			☐ Discuss the needs of position, salary, how many finalists to recommend, expected search completion etc. with the Appointing Authority (AA) or Department Chair.
☑ SC	☑ SCM		☐ Review position details and draft search timeline. ☐ Draft evaluation tools Resources at hrs.wsu.edu/fac+recruit
		☑ SS	☐ If needed, create/update position details in OPDRS and submit to the Appointing Authority (AA will submit to HRS).
Phase 2: ADVERTISE & OUTREACH			
☑ SC	☑ SCM		☐ Develop recruitment and outreach strategy considering diversity implications - review underutilized data ☐ Draft advertisements. ☐ Review and discuss potential professional contacts, alumni etc. to invite to apply Resources at hrs.wsu.edu/fac+recruit+outreach
		☑ SS	☐ Submit posting in OPDRS (WSUJobs). NOTE: HRS will route posting to Intl Programs if necessary. ☐ Create Guest User account and upload advertisements Resources at http://hrs.wsu.edu/OPDRS
		☑ SS	☐ Following approval of the job posting, place ads ☐ JobTarget ads may be placed the day after the posting is approved Resources at hrs.wsu.edu/fac+recruit+outreach
		☑ SS	☐ Monitor applicant pool; direct inquires to SC or HRS as appropriate
Phase 3: SCREEN & INTERVIEW			
☑ SC	☑ SCM		☐ Review and evaluate application materials (after screening begin date) on an individual basis.
☑ SC	☑ SCM		☐ Vet the evaluated applicant pool and determine which applicants will be invited to pre-screen interview and which ones will be held in reserve ☐ Determine "Not Selected," reasons for remaining applicants
☑ SC	☑ SCM		☐ Develop pre-screen and interview questions ☐ Resources at hrs.wsu.edu/fac+recruit
		☑ SS	☐ Change status of applicants to Long List if held in reserve ☐ Change status of applicants to Preliminary Interview if selected for pre-screen interview ☐ Change status of applicants no longer in running to "Not Selected"
☑ SC	☑ SCM	☑ SS	☐ Set-up and conduct pre-screen telephone/videoconference interviews ☐ Ensure preparations are made to provide interviewees with a top-notch candidate experience. Resources at hrs.wsu.edu/candidate+experience
☑ SC	☑ SCM		☐ Select short-list of applicants from pre-screen for on-campus interviews ☐ Determine "Not Selected," reasons for remaining applicants
☑ SC	☑ SCM		☐ Develop on-campus interview format and agenda Resources at hrs.wsu.edu/candidate+experience

		☑ SS	☐ Change status of applicants selected for on-campus interviews to "Campus Interview" ☐ Change status of applicants not moving forward to "Interviewed, Not Selected" and provide reason ☐ Prepare and send written notice declines to these applicants
☑ SC		☑ SS	☐ Invite short-list candidates and arrange on-campus interviews. ☐ Send info to candidates on community, campus, benefits etc. Resources at hrs.wsu.edu/candidate+experience
☑ SC	☑ SCM		☐ Conduct on-campus interviews and select finalist(s) ☐ Review feedback data and select finalist(s)
Phase 4: PERFORM REFERENCE & BACKGROUND CHECKS			
☑ SC			☐ Advise finalist(s) reference checks will be conducted and background checks (if applicable) ☐ Conduct reference checks on finalist(s) Resources at hrs.wsu.edu/fac+recruit
☑ SC	☑ SCM		☐ Collect 3 letters of recommendation if not previously received (tenure/tenure-track positions)
		☑ SS	☐ Change status of applicants selected as finalist to "Recommended to Hire" NOTE: HRS will initiate background check (if applicable) and initiate the hiring proposal in OPDRS ☐ Change status of applicants held in reserve to "Selected as Finalist" ☐ Change status of remaining applicants to "Interviewed, Not Selected and provide reason.
☑ SC	☑ SCM		☐ Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or her/his designee
Varies by area/college.			☐ Verbal offer made upon approval from AA. NOTE: ***All tenure/tenure track offers require Provost approval*** ☐ If candidate negotiates additional terms, seek approval from AA and Provost Office if necessary.
Varies by area/college.			☐ Offer letter drafted and sent to Provost Office for signature (tenure/tenure track); HRS can review (non-tenure track) Templates at hrs.wsu.edu/letters
Varies by area/college.			☐ Offer letter mailed to finalist candidate. ☐ Upon receipt of signed offer letter, copies sent to "CCs"
Phase 5: HIRE & ONBOARD			
☑ SC			☐ Provide verbal or written declines to pre-screen/interviewed candidates
		☑ SS	☐ Prepare and send written notices of position closure to remaining candidates ☐ Input "Not Selected" reasons for other finalist(s) if applicable
		☑ SS	☐ Ensure search records are kept in accordance with WSU's records retention policy. Info at hrs.wsu.edu/Utils/File.aspx?fileid=6789