

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.

WHO IS TYPICALLY INVOLVED			ACTION ITEM
Phase 1: PREPARE			
<input checked="" type="checkbox"/>	SC		<input type="checkbox"/> Discuss the needs of position, salary, how many finalists to recommend, expected search completion etc. with the Appointing Authority (AA) or Department Chair.
<input checked="" type="checkbox"/>	SC	<input checked="" type="checkbox"/>	SCM <ul style="list-style-type: none"> <input type="checkbox"/> Review position details and draft search timeline. <input type="checkbox"/> Draft evaluation tools <input type="checkbox"/> Develop pre-screen and interview questions <input type="checkbox"/> Academic areas follow HIRES approval process Resources at hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/
		<input checked="" type="checkbox"/>	SS <ul style="list-style-type: none"> <input type="checkbox"/> Contact HRS regarding entering/updating a Faculty position description.
Phase 2: ADVERTISE & OUTREACH			
<input checked="" type="checkbox"/>	SC	<input checked="" type="checkbox"/>	SCM <ul style="list-style-type: none"> <input type="checkbox"/> Develop recruitment and outreach strategy considering diversity implications - review underutilized data <input type="checkbox"/> Draft advertisements. <input type="checkbox"/> Review and discuss potential professional contacts, alumni etc. to invite to apply Resources at hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/
		<input checked="" type="checkbox"/>	SS <ul style="list-style-type: none"> <input type="checkbox"/> Submit posting in OPDRS (WSUJobs). NOTE: Route posting to International Programs if necessary -See BPPM 60.11 AND ip.wsu.edu/on-campus/hiring for details. <input type="checkbox"/> Create Guest User account and upload advertisements. Resources at http://hrs.wsu.edu/OPDRS
		<input checked="" type="checkbox"/>	SS <ul style="list-style-type: none"> <input type="checkbox"/> Following approval of the job posting, place ads in a timely fashion. <ul style="list-style-type: none"> o Jobelephant ads may be placed once the position is live on WSUjobs.com Resources at hrs.wsu.edu/faculty-outreach-advertising
		<input checked="" type="checkbox"/>	SS <ul style="list-style-type: none"> <input type="checkbox"/> Monitor applicant pool; direct inquires to SC or HRS as appropriate
Phase 3: SCREEN & INTERVIEW			
<input checked="" type="checkbox"/>	SC	<input checked="" type="checkbox"/>	SCM <ul style="list-style-type: none"> <input type="checkbox"/> Review and evaluate application materials (after screening begin date) on an individual basis.
<input checked="" type="checkbox"/>	SC	<input checked="" type="checkbox"/>	SCM <ul style="list-style-type: none"> <input type="checkbox"/> Vet the evaluated applicant pool and determine which applicants will be invited to pre-screen interview and which ones will be held in reserve <input type="checkbox"/> Determine "Not Selected," reasons for remaining applicants
		<input checked="" type="checkbox"/>	SS <ul style="list-style-type: none"> <input type="checkbox"/> Change status of applicants to Long List if held in reserve <input type="checkbox"/> Change status of applicants to Preliminary Interview if selected for pre-screen interview <input type="checkbox"/> Change status of applicants no longer in running to "Not Selected"
<input checked="" type="checkbox"/>	SC	<input checked="" type="checkbox"/>	SCM <ul style="list-style-type: none"> <input type="checkbox"/> Set-up and conduct pre-screen telephone/videoconference interviews <input type="checkbox"/> Ensure preparations are made to provide interviewees with a top-notch candidate experience. Resources at hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/
<input checked="" type="checkbox"/>	SC	<input checked="" type="checkbox"/>	SCM <ul style="list-style-type: none"> <input type="checkbox"/> Select short-list of applicants from pre-screen for on-campus interviews <input type="checkbox"/> Determine "Not Selected," reasons for remaining applicants
<input checked="" type="checkbox"/>	SC	<input checked="" type="checkbox"/>	SCM <ul style="list-style-type: none"> <input type="checkbox"/> Develop on-campus interview format and agenda Resources at hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/

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