

Critical Hire Approved by Provost;
Job Requisition/Request to Fill approved

Recruitment

OHR Initial Search Consultation

Consultation includes; OHR coordination of position posting, faculty search resources, Search Committee Member form, and required training.

All members should complete search committee training prior to selection process.

Selection

Finalist Approval of Pool form

Search Committee Chair sends a list of the candidates for interview via email. OHR reviews applicant demographic data via the Search Pool Certification form. A signed copy and any recommendations will be provided to search chair by OHR.

Search Committee can schedule interviews via their own process or within the Careers module in partnership with OHR.

Onboarding

Finalist Offer and Appointment

Upon completion of recruitment and selection, copies of the approved Authorization to Employ (ATE) form, offer letter and other supporting documents will be forwarded from the Provost's office to the HRBP to initiate onboarding activities.

At the conclusion of the search, the hiring department submits all search records to OHR, to include; candidate matrices, evaluation forms, and finalist narrative.