Quick Guide: Successful Staff Search Checklist

Staff Posting Request

- Take action in iPAWS: Create posting from position description
  - Build position announcement based off position description
  - Review position description tab; confirm fields are complete and PD has been approved
  - Verify minimum qualifications; can build supplemental questions off minimum qualifications
  - Develop successful supplemental questions to include in posting
  - Verify seated supervisor position; verify correct direct supervisor is listed

- Implement a recruitment plan
  - Identify, select, and charge Search Committee Members

- Identify recruitment resources that aid in assuring a strong and diverse applicant pool

- Submit posting approval request through designated workflow

- Approval received from Central HR; position posted to www.ugajobsearch.com

Recruitment Plan

- Develop a set of position-specific interview questions to be consistently used when interviewing all potential candidates.
- Applicants apply online for position.
- Screen Resumes/CVs and other applicant materials
- Evaluate credentials of all minimally qualified applicants based upon established written job-related criteria.
- Select top qualified applicants that require additional screening
- Conduct pre-interview screenings with top candidates (optional).

Interview

- Develop a set of position-specific interview questions to be consistently used when interviewing all potential candidates.
- Select the top candidates based on established job-related criteria.
- Invite candidates for final or on-campus interviews; conduct interviews using job-related interview questions, and document candidate responses.
- Select the top candidate based on established job-related criteria.
- Verify reference list with top candidate and inform him/her that his/her references will be contacted. Check references and document responses.
Hire Candidate

- Receive approval to extend an offer
  - Departmental approval needed?
  - Unit approval needed?
  - Salary approval needed?

- Make an offer for hire;
  - Include appropriate communication this offer is contingent upon the successful background check …
  - Include verbiage, “Anticipated start date…”

- Confirm the offer and/or acceptance
- Initiate the hiring proposal in iPAWS
- Attach signed offer letter to Hiring Proposal
- Attached approved Request for Salary Approval (if applicable)