

Recruitment Search Advising Partnership – Overview

Phase I: Planning , Budget Approval, Posting Process

Department & Dean/Director

Identifies need for position/posting & discusses requirements/job description internally
 Replacement/New position
 Reviews job description with Compensation Director (if new position or changes to existing)
 Seeks position pre-approval from Executive Cabinet
 Identify Search Chair

Search Chair

Recruitment Search Advisor
 – Ruby Carnevale
Search Advisor – Ruby Carnevale
 Discusses search strategy, underutilization info, provides assistance with interview questions
 Verifies if training is needed for search committee members

Search Partner– Brenda Dumont

Contact for Internal postings, Grants & Contracts

Enters posting into PageUp/ATS
 Submits for approval to post
Position posted in ATS

Phase II: Strategy, Interviewing, & Selection

Search Advisor & Search Chair (ongoing)

Work with search advisor on pool diversity vs. availability.
 Submits evaluation matrix w/scoring rubric to search advisor for review and approval (Dean approval before matrix can be used to evaluate candidates).

Search Advisor

Pool review/development
 Adds search committee members to PageUp

Search Chair & Search committee review applicant pool/resumes

Completes matrix and selects candidates for phone interview – submits to search advisor for review (For Faculty searches: Chair will need Dean & Search advisor review/approval)
 Updates applicants status to 'Selected for Phone/ Interview
 Submits consolidated telephone evaluation form (one per applicant interviewed) to search advisor for review

Search Advisor

Ensures that interviewing pool reflects diversity of applicant pool

Search Chair

Select candidates for campus interview, submits evaluation forms to search advisor for review (For Faculty searches: Chair will need Dean & Search advisor review/approval)
 Updates applicant status to 'Selected for Campus Interview'

Search Advisor

Confirm that evaluation forms have been submitted, review diversity of campus interview pool

Phase III : Finalizing the Search

Search Chair

Request to close posting when search is finalized
 Search Chair submits evaluation forms to search advisor for review and partners with search advisor on final selection.
 Notify final candidate that references will be checked, check references of final candidate(s)
 Updates status to "Recommend for Hire" (if position is still posted – request for position to be closed before entering)
 Offer card will open up in PageUp – enter all fields that apply to hire
 Maintains appropriate applicant status changes in ATS (interviewed, not interviewed, non-selection statuses)
 Submits for salary approval

**Note for Faculty Searches: Offer letter from Provost must be signed before entering recommendation for hire in the system

Final salary approved

January 2024