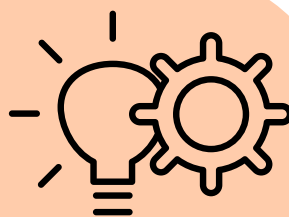




SEARCH PROCESS CHECKLIST

1. INITIATE ACADEMIC SEARCH

- Departments initiate the academic search process.



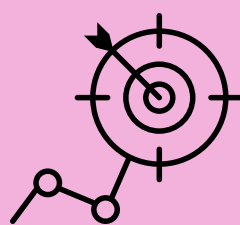
2. DEVELOP SEARCH COMMITTEE

- Select 3–9 members for the Search Committee.
- Designate Search Committee Chair.
- Charge the Search Committee with reviewing criteria, timeline, and nondiscrimination policy.
- Ensure diversity and recent training for committee members.



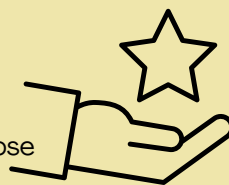
3. DEVELOP JOB DESCRIPTION

- Log into JDXpert.
- Select Job Template in Add Job Wizard.
- Assign Approvers in Workflow.
- Enter Job Description based on the template.
- Submit for Approval.
- HR Compensation grants final approval, initiating the feed to Cornerstone.



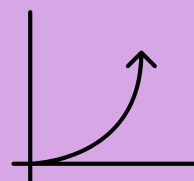
4. DEVELOP REQUISITION AND JOB POSTING

- Log in to Cornerstone. and complete the Requisition.
- Add Search Committee members as "Reviewers" and "Interviewers." **Do not** add the hiring manager.
- Upload recruitment plan and external advertisements.
- Choose "User Approver," add "OAE," and set Posting Close Date.
- Post External searches for two weeks. OAE approval triggers the posting on External and Internal Career Sites.



5. EVALUATE CANDIDATES

- Base evaluation criteria on the job posting.
- Update applicant's user status and disposition code.



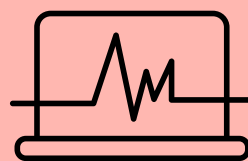
6. INTERVIEW CANDIDATES

- Commence interviews after posting interval or "For Fullst Consideration" date.
- Select semi-finalists for interviews.
- Evaluate semi-finalists and recommend finalists to the Hiring Officer.



7. SELECT A CANDIDATE

- Evaluate finalists' recommendations.
- Conduct reference checks and credentialing.
- Interview selected finalists.
- Collect interview notes and summarize/complete rubrics for each candidate.



8. COMPLETE THE APPOINTMENT FORM

- Log in to FormBuilder & Choose "Hire From Search" from the "Type of Appointment" menu.
- Complete the Appointment Form with required details and justifications.
- Upload necessary documents, including proof of advertisement, Good Faith Efforts Summary, evaluation criteria, interview questions, and candidate status disposition updates.
- Approval from Academic Search Coordinator is required before extending verbal offers.
- A written offer cannot be issued until approval by OAE



9. CLOSE THE SEARCH

- Notify unsuccessful candidates.
- Retain all search file documents for a minimum of 3 years beyond the date of hire.

