

HIRING MANAGER RECRUITMENT CHECKLIST - FACULTY

VACANCY

- ☐ Hiring Manager submits [Notice of Separation](#)
- ☐ Notice of Separation has been sent to HR
- ☐ Vacancy has been reviewed by Dean, Provost, and HR to align initiatives and goals to ensure the hiring of the right person for the role and team

JOB POSTING

- ☐ Job requisition is submitted in PageUp (*Reference PageUp User Guide*) and hiring manager has worked with HR to develop and coordinate the following:
 - ☐ Diversity strategies
 - ☐ Advertising resources (*Paid advertisements outside of PageUp, Inside Higher Ed, HigherEd Jobs, and the Chronicle must be approved by the Provost Office)
 - ☐ Coordinating the length of posting (*Must post for a minimum of 5 days)
- ☐ The job posting has included the following information:
 - ☐ Job Purpose
 - ☐ Minimum and Preferred Qualifications
 - ☐ Essential Job Responsibilities
 - ☐ Associated supplemental / screening questions
- ☐ Establish what materials to be submitted by applicants and how they will be evaluated (For example: cover letter, curriculum vitae or resume, letters of recommendation, references, transcripts, statement of philosophy, goals)
- ☐ Committee chair has established the search committee members and add them in PageUp (*please note; it is important to establish a diverse committee*)
- ☐ HR has sent instructions to all the committee members on how to access the applicants through PageUp
- ☐ HR has posted the job live and notified the committee chair

RECRUITMENT

- ☐ A timeline has been developed for the search committee; including application deadline, interview schedule and target dates for submitting recommendations **if applicable*
- ☐ HR completes the initial screening of all applicants that come through the PageUp system to confirm the minimum qualifications have been met; HR sends all qualified applicants to the search committee members by email
- ☐ EEO meeting has been scheduled with the Chief Diversity Officer or a member of the team to go over the Affirmative Action process and goal (*prior to interviews being conducted*)

PREPARING FOR INTERVIEW

- ☐ Ready to conduct interviews; committee chair has moved applicants to **pre-diversity review** in PageUp (*Reference PageUp User Guide*). This will alert the EEO officer to review the candidates.
- ☐ EEO Officer has reviewed/approved candidates
 - ☐ Candidates are moved to **diversity review successful**,
 - ☐ committee chair member has been notified and interviews can begin
- ☐ Search Committee Chair has moved selected candidates to **Skype/Phone** screen in PageUp as Search Committee conducts initial screening interview by telephone or Skype **if applicable*
- ☐ Chair / Search Committee has invited the top candidates to come to campus for interviews
- ☐ Candidates have been moved to **Interview** in PageUp. (*Reference PageUp User Guide*).
 - ☐ Chair/Search Committee has reviewed the [Interview Expense Policy](#)
- ☐ Committee Chair has moved the candidates they **do not** wish to interview to **search chair/hiring manager unsuccessful** with the **reason why** they were not selected for interview (*Reference PageUp User Guide*)

BACKGROUND CHECK/OFFER

- ☐ HR has been informed of final candidate (*prior to offer being made*) in order to conduct background check (*please note; background checks can take up to 72 hours or more*)
- ☐ Chair has moved finalist to **prepare offer** in PageUp (*Reference PageUp User Guide*). Please note; the offer will move through an approval process (Provost Accountant, HR, and Budget, etc.)
 - ☐ The Budget Office has confirmed the availability of funding
 - ☐ HR has reviewed the proposed salary to ensure we are adhering to The Citadel's Compensation Philosophy of maintaining internal equity and external competitiveness
 - ☐ Provost Accountant has created the offer letter, contingent on a successful background check and a draft copy has been sent to the Dean
- ☐ Offer has been approved in PageUp, the Dean will contact the candidate to make the verbal offer/offer letter
 - ☐ HR has been notified if candidate accepts and an HR Welcome Letter will be sent to candidate
- ☐ Committee Chair has moved candidates that were interviewed to **interview unsuccessful** and will be required to provide the **reason why** the person was not selected for hire
- ☐ All candidates have been moved in Page Up; HR will send out email notifications to all applicants that the position has been filled