

Lewis-Clark State College Hiring Process Checklist

✓	Responsible Party	Activity	Submit To
	Division/Department Admin	Completes separation Personnel Action Form (follow signature approval hierarchy on form). Position becomes vacant	Dean
	Hiring Supervisor*	Reviews and updates job description . Completes the Request to Hire for vacant position (follow signature approval hierarchy on form), and New Position Form (when appropriate)	Dean/VP/President
	President	Approves Request to Hire	Human Resources
		WAIT for approval of Request to Hire.	
	Human Resources	Returns approved Request to Hire	Hiring Supervisor*
	Hiring Supervisor*	Selects Search Committee and Search Chair (incumbent should not be on the committee)	
	Human Resources	Meets with Hiring Supervisor and Search Committee Chair to review Request to Hire (including moving expenses) or Recruitment Waiver Form , and Hiring Process	
	Search Committee	Develops set of position-specific interview questions .	
	Human Resources	Attends first Search Committee meeting to discuss search expectations, confidentiality (Confidentiality Agreements), lawful hiring practices , approve interview questions, and Affirmative Action Packet	
	Hiring Supervisor*	Prepares a recruitment plan: recruitment approach, advertising resources, and Provost recruitment budget (for Faculty hires) or Admin Services Budget (for PSO hires)	Provost/VP
	Hiring Supervisor*	Completes Affirmative Action Packet and Job Advertisement (follow signature approval hierarchy on form). Attach approved Request to Hire form when sending email.	Dean/VP/President
		WAIT for approval of Affirmative Action Packet	
	Human Resources	Returns approved Affirmative Action Packet	Hiring Supervisor*
	Human Resources	Posts the position on ApplicantPro (this will push to diverse pool of job boards) for required amount of time or until suitable candidate is found	On-line
	Hiring Supervisor*	Places advertising for the position (recommend at least 2 weeks) in journals, newspapers, Higher Ed Jobs, and/or Chronicle of Higher Education (depending on position type and recruitment budget). NOTE: LCSC is committed to engaging proactive position recruitment – inclusive of targeted advertisement placements, to encourage a diverse applicant pool. This may include special advertisements targeting under-represented groups, and/or employing discipline-specific recruit strategies.	Media
	Human Resources	Sends an email with login and instructions for ApplicantPro and search process information and resources	Search Committee Chair/Hiring Supervisor*
	Human Resources	Assigns applications as they are received	Search Committee/Hiring Supervisor*
	Search Committee	Reviews applications	
	Search Committee	Selects top applicants (preferably 3-5 candidates) for initial Zoom or telephone screening interview and submits for approval	Hiring Supervisor*
	Search Committee	Conducts initial screening by telephone or video conferencing	

✓	Responsible Party	Activity	Submit To
	Search Committee	Notify HRS of unsuccessful applicants so they can be notified by email	Human Resources
	Search Committee	Conducts reference checks	
	Search Committee Chair	Submits Permission to Interview Form to invite candidates (up to 3) for on-campus interviews (follow signature approval hierarchy on form)	Dean/VP/President
		WAIT for approval of Permission to Interview.	
	Dean/VP/President	Returns approved Permission to Interview	Hiring Supervisor*
	Division/Department Admin	Works with Hiring Supervisor* to schedule interviews and coordinate campus visits using the Itinerary Template and Itinerary Template Building Blocks . President meets with Director level or above and all Faculty Candidates.	Dean
	Division/Department Admin	Provides approved Itinerary and candidate resume/vitae to all parties on the scheduled itinerary	
		Interview candidates as scheduled on itinerary (Do not drop candidate off more than 5 minutes early).	
	Search Committee	Provides feedback (strengths and weaknesses) and ranks candidates related to their ability to perform the job duties (follow signature approval hierarchy) Contact HRS for more information.	Hiring Supervisor*
	Hiring Supervisor*	Submits Permission to Make a Verbal Offer form (follow signature approval hierarchy on form)	Dean/VP/President
		WAIT for approval of Verbal Offer Form.	
	Dean/VP/President	Returns approved Verbal Offer form	Hiring Supervisor*
	Search Committee	Notifies HRS of unsuccessful applicants so they can be notified by email, letter, or phone	Human Resources
	Hiring Supervisor*	Makes verbal offer contingent upon a successful background check. (If top candidate rejects offer, move to next candidate if applicable. (Permission to Make a Verbal Offer must be approved prior to any offer.)	
	Human Resources	Conducts criminal background check and Educational Verification (Faculty only) and notifies Hiring Supervisor* of results.	Hiring Supervisor*
	Hiring Supervisor*	Finalizes offer if background check is successful	
	Hiring Supervisor*	Notifies the unsuccessful finalists by phone and expresses appreciation for interest in LCSC	
	Division/Department Admin	Completes Personnel Action Form (follow signature approval hierarchy on form)	Next level Supervisor
	Search Committee Chair	Completes Report of Hire	Human Resources
	Provost/President	Prepares and sends offer letter	New Hire
	Human Resources	Gathers and properly stores affirmative action documents for at least 5 years	
	Hiring Supervisor*	Provides Moving Expense Form and instructions (as appropriate)	New Hire
	Hiring Supervisor* /Human Resources	Onboard new hire	

- For additional information regarding Academic Affairs search procedures, please click [here](#).

- For additional information regarding Student Affairs search procedures, please click [here](#).