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| --- | --- | --- |
| Task Completed | Task | Responsible Party |
|[ ]  President approves hiring of position. | President |
|[ ]  [Review and update Job Description.](https://www.lcsc.edu/hr/forms/) | Hiring Manager |
|[ ]  Select Search Chair and search committee members. | Hiring Manager/VP or President |
|[ ]  Complete [Open Position and Affirmative Action Packet](https://www.lcsc.edu/media/9293/open-position-and-affirmative-action-packet.pdf) or [Recruitment Waiver](https://www.lcsc.edu/media/5977/lcsc-recruitment-waiver-request.pdf). | Hiring Manager |
|[ ]  Once the Open Position and Affirmative Action Packet has been approved, HRS will send an email to the Search Chair with login and search process information for [ApplicantPro](https://admin.applicantpro.com/) (Professional Staff & Faculty positions only). HRS will send an email to the search chair with search process information for Classified positions. | Human Resource Services |
|[ ]  Search Committee Chair and Search Committee Members will sign [Search Committee Confidentiality Agreements](https://www.lcsc.edu/media/5344/hr-search-committee-confidentiality-statement-accessible-2322.pdf) and return them to HRS. | Search Committee |
|[ ]  HRS will post all positions on the HRS website, in newspapers, publications, journals, social media accounts, etc. | Human Resource Services |
|[ ]  HRS representative will attend the first search committee meeting and will cover [lawful hiring practices](https://www.lcsc.edu/media/5400/guidetolawful.pdf).  | Human Resource Services |
|[ ]  HRS assigns professional staff & faculty applications to the search committee as they are received. For classified positions, HRS will send the hiring list to Search Chair after the position has closed and the list is received. (Typically, 2-3 days after the position closes) | Human Resource Services |
|[ ]  [Develop a set of position-specific interview questions with assistance from HRS (if needed) and the Hiring Manager](https://www.lcsc.edu/media/5338/sample-interview-questions.docx). | Search Committee |
|[ ]  Review applications. | Search Committee |
|[ ]  Using a rating sheet, review and select top applicants (preferably 3-5) for the initial screening interview. | Search Committee |
|[ ]  Notify HRS of unsuccessful applicants so they can be notified by email. | Human Resource Services |
|[ ]  The Search Committee will conduct initial screening interviews using virtual methods. *Unofficial transcripts will be needed from the candidate before the initial screening interview.* | Search Committee |
|[ ]  [The Search Committee will conduct reference checks](https://www.lcsc.edu/media/5339/sample-reference-questions.docx). | Search Committee |
|[ ]  The Search Committee Chair will inform the Hiring Manager of top candidates. | Search Committee Chair |
|[ ]  The Hiring Manager will get approval from Dean/VP/President to invite candidates (up to 3) for on-campus interviews. | Search Committee Chair/Hiring Manager |
|[ ]  Schedule interviews and coordinate campus visits (President only needs to meet with VP, Director level, and Faculty positions) | Search Committee or Designee |
|[ ]  After completion of the interview, provide feedback (strengths and weaknesses) to VP/President related to the candidates’ ability to perform the job duties. | Search Committee |
|[ ]  VP/President makes the final decision regarding hiring in coordination with the Hiring Manager. | VP/President |
|[ ]  Verbal job offer made contingent upon a successful background check. | Hiring Manager or Designee |
|[ ]  Contact HRS to conduct a criminal background check. | Hiring Manager |
|[ ]  The offer is finalized and made official after a successful background check is complete. | Hiring Manager or Designee |
|[ ]  Complete [Report of Hire.](https://www.lcsc.edu/media/5343/hr-report-of-hire-accessible.pdf) | Search Committee Chair or Hiring Manager |
|[ ]  Confirm acceptance in writing with an offer letter. | VP/President/Hiring Manager |
|[ ]  The Search Chair calls candidates who were interviewed but not selected. | Search Committee Chair |
|[ ]  Gather and bring search materials to HR. | Search Committee Chair |
|  | [Complete the new employee process found on the HRS website](https://www.lcsc.edu/hr/new-employee-process) | Hiring Manager or Designee |
| \*For additional information regarding Student Affairs search procedures, please [click here](https://www.lcsc.edu/student-affairs/hiringrecruiting/). |