



Hiring Process Checklist

Task	Responsible Party
<input type="checkbox"/> Position becomes vacant.	
<input type="checkbox"/> Review and update Job Description and complete the Request to Hire .	Hiring Manager
<input type="checkbox"/> President approves hiring of position.	President
<input type="checkbox"/> Select Search Chair and search committee members.	Hiring Manager/VP or President
<input type="checkbox"/> Set up meeting with Hiring Manager & Search Chair to review Request to Hire (including moving expenses) or Recruitment Waiver Form and Hiring Process .	Human Resource Services
<input type="checkbox"/> Complete Affirmative Action Packet and Job Advertisement .	Hiring Manager/Search Chair
<input type="checkbox"/> HRS representative attends first search committee meeting to discuss search expectations, confidentiality (Confidentiality Agreements), and lawful hiring practices .	Human Resource Services
<input type="checkbox"/> Prepare a recruitment plan: develop “ground rules”, recruitment approach, advertising resources, and recruitment budget (<i>Admin Services handles recruiting budget for PSO hires; Provost handles recruiting budget for Faculty hires</i>).	Search Committee
<input type="checkbox"/> HRS will send an email to Search Chair with login and instructions for ApplicantPro (PSO & Faculty positions only) and search process information and resources .	Human Resource Services
<input type="checkbox"/> HRS will post position on ApplicantPro (this will push to diverse pool of job boards) for required amount of time or until suitable candidate is found. Classified positions will be posted on the Idaho Division of Human Resources’ website and HRS website.	Human Resource Services
<input type="checkbox"/> Place ad 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). <i>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.</i>	Hiring Manager/Search Chair
<input type="checkbox"/> Job seekers apply for position via ApplicantPro for PSO & Faculty and DHR for Classified .	Job Seekers
<input type="checkbox"/> HRS assigns PSO & Faculty applications to search committee as they are received via ApplicantPro. For Classified positions, HRS will send hiring list to Search Chair after the position has closed and the list is received. (<i>Typically 2-3 days after position closes</i>)	Human Resource Services
<input type="checkbox"/> Develop set of position-specific interview questions with assistance from HRS (if needed) and/or Hiring Manager.	Human Resource Services
<input type="checkbox"/> Review applications.	Search Committee



Task	Responsible Party
<input type="checkbox"/> Using a rating sheet, review and select top applicants (preferably 3-5) for initial screening interview.	Search Committee
<input type="checkbox"/> Conduct initial screening interview via skype, zoom or telephone.	Search Committee
<input type="checkbox"/> Notify HRS of unsuccessful applicants so they can be notified by email.	Human Resource Services
<input type="checkbox"/> Conduct reference checks .	Search Committee
<input type="checkbox"/> Get approval from Dean/VP/President to invite candidates (up to 3) for on-campus interviews.	Search Committee Chair
<input type="checkbox"/> Schedule interviews and coordinate campus visits (President only needs to meet with Director level and Faculty positions)	Search Committee Chair or Designee
<input type="checkbox"/> Interview candidates.	Search Committee and Others
<input type="checkbox"/> Provide feedback (strengths and weaknesses) to VP/President related to candidates' ability to perform the job duties.	Search Committee
<input type="checkbox"/> VP/President makes final decision regarding hire in coordination with hiring manager.	Vice President/President
<input type="checkbox"/> Verbal position offer made contingent upon a successful background check. <i>(If top candidate rejects offer, move to next candidate if applicable)</i>	Hiring Manager or Designee
<input type="checkbox"/> Contact HRS to conduct criminal background check.	Human Resource Services
<input type="checkbox"/> Offer is finalized and made official after a successful background check is complete.	Hiring Manager or Designee
<input type="checkbox"/> Complete Report of Hire .	Search Committee Chair
<input type="checkbox"/> Complete Personnel Action Form .	Hiring Manager or Designee
<input type="checkbox"/> Confirm acceptance in writing with an offer letter.	Provost/President
<input type="checkbox"/> HRS will notify the unsuccessful candidates via ApplicantPro or email and express appreciation for interest in LCSC. <i>(Search Chair calls candidates who were interviewed.)</i>	Human Resource Services
<input type="checkbox"/> Gather and properly store affirmative action documents for at least 5 years.	Human Resource Services
<input type="checkbox"/> Onboard new hire	Hiring Manager/HRS

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