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| Task Completed | Task | Responsible Party  **Revised 7/2025** |
|  | The vacant position must be approved by the appropriate Dean/VP and will then be taken to the President for approval before the search commences. | Dean/VP/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 [Employment Recruitment Packet](http://www.lcsc.edu/hr/hiring-process) or [Recruitment Waiver](https://www.lcsc.edu/hr/hiring-process). | Hiring Manager |
|  | Once the Employment Recruitment Packet has been approved, HRS will send an email to the search committee members with login and search process information for [ApplicantPro](https://admin.applicantpro.com/). | Human Resource Services |
|  | Search committee members will sign the [Search Committee Confidentiality Agreements](https://www.lcsc.edu/media/5344/hr-search-committee-confidentiality-statement-accessible-2322.pdf) and return to HRS. | Search Committee & Hiring Manager |
|  | HRS will post all positions on the websites, periodicals, newspapers, etc. listed in the advertising section of the ERP. | Human Resource Services |
|  | An HRS representative will attend the first search committee meeting and will cover lawful hiring practices. | Human Resource Services |
|  | Search committee members will have access to all applications. This includes applicants that have not submitted their unofficial transcripts. These will be marked in the “status” as “Transcripts not provided,” and these candidates **CANNOT** be interviewed until transcripts are received. HRS will reach out to the applicants and update the applicants’ status upon receipt of the transcript. | Human Resource Services |
|  | **For Classified positions only:** If the applicant is marked as a veteran by the score (10) next to their name, the applicant **MUST** receive an interview. | Search Committee |
|  | The search committee will develop a set of position-specific interview questions with assistance from HRS (if needed) and the Hiring Manager. | Search Committee |
|  | Using a rating sheet, review and select top applicants (preferably 3-5) for the initial screening interview. | Search Committee |
|  | The Hiring Manager will complete the [Hiring Manager Attestation Form](https://www.lcsc.edu/hr/hiring-process) and meet with the search chair to discuss applicants. | Search Chair & Hiring Manager |
|  | The search chair will update the status of each applicant in ApplicantPro as the search progresses (ex. 1st Interview Completed, Withdrawn, Not Selected, etc.). | Search Chair |
|  | The search chair will notify HRS of non-selected applicants, and HRS will notify the applicants via ApplicantPro. | Human Resource Services |
|  | The search committee will conduct initial screening interviews using virtual methods. Before conducting the initial screening interview, the search committee must remind the candidate what the salary range is for the position and ensure the candidate is still interested in the position. | Search Committee |
|  | [The search committee will conduct reference checks](https://www.lcsc.edu/media/5339/sample-reference-questions.docx). Please inform the applicants that you will be conducting reference checks. | Search Committee |
|  | The search committee chair will inform the Hiring Manager of the top candidates after the screening interviews are completed. | Search Committee Chair |
|  | The Hiring Manager will receive approval from Dean/VP/President to invite candidates (up to 3) for on-campus interviews. If the candidate’s travel is international, approval is required from the President. | Search Committee Chair & Hiring Manager |
|  | If the search committee chooses to bring a candidate to campus that will require travel, the search chair will need to follow the Recruitment Expense Process found [here.](https://www.lcsc.edu/administrative-services/recruitment-expenses) | Search Committee Chair or Designee |
|  | Schedule interviews and coordinate campus visits (President only needs to meet with VP, Director level, and Faculty positions). Use [MER form](https://www.lcsc.edu/media/3300/mer.pdf) for the candidate’s meal expenses during the interview process. | Search Committee or Designee |
|  | After completion of the interview, provide feedback (strengths and weaknesses) to hiring manager related to the candidates’ ability to perform the job duties. | Search Committee |
|  | The Hiring Manager will send their recommendation (along with salary recommendation and original salary range) to the VP/President for approval of hire. This should include all application materials for the applicant. | Hiring Manager |
|  | VP/President makes the final decision regarding hiring in coordination with the Hiring Manager. | VP/President |
|  | The verbal job offer will be made contingent upon a successful background check. | Hiring Manager or Designee |
|  | Hiring Manager contacts HRS to conduct a criminal background check. HRS will email background information to the candidate via ApplicantPro. | Hiring Manager |
|  | HRS will notify hiring manager of background check results. The offer is finalized and made official after a successful background check is complete. | Hiring Manager or Designee |
|  | Confirm acceptance in writing with an offer letter. | VP/President/Hiring Manager |
|  | The search chair calls candidates who were interviewed but not selected and updates ApplicantPro with the status of each applicant (ex. 2nd Interview Completed, Withdrawn, Not Selected, etc.). | Search Committee Chair |
|  | [Report of Hire](https://www.lcsc.edu/hr/hiring-process) completed and sent to HRS. | Search Committee Chair or Hiring Manager |
|  | Search chair will notify HRS of the remaining non-selected applicants, and HRS will notify them via ApplicantPro. | Search Committee Chair & HRS |
|  | All search materials from committee members are collected and brought to HRS. | Search Committee Chair |
|  | Complete the new employee process found on the [HRS website](https://www.lcsc.edu/hr/new-employee-process-and-forms) | Hiring Manager or Designee |