



CHECKLIST FOR HIRING MANAGERS AND SEARCH COMMITTEE CHAIRS AP Faculty Recruitment

I. CREATING A POSTING (Initiating Recruitment Process)

Hiring Manager

_____ **Create Posting** - Initiate recruitment process by logging into PAPERS at <https://jobs.odu.edu/hr> . (Instructions to create a Posting are located in the **Quick Guide to Creating Postings** that is located on the Human Resources website under the PAPERS tab).

_____ **Identify Recruitment Sources** - In the Posting, request which recruitment sources should be utilized to advertise the position. The Chronical of Higher Education and HigherEdJobs are free sources in which AP faculty positions are posted. (Unless specifically requested in the Posting, all announcements will be posted as on-line advertisements).

_____ **Identify Search Committee** - Identify search committee chair and search committee members. The search committee should be diverse in terms of gender and ethnicity. Depending on the level of the position, it is recommended that the search committee consists of a minimum of five members. Search committees may include customers and peers of the position. It is not recommended that all the members serving on the committee are from the same department.

_____ **Charge for Search Committee** – Once the search committee is approved by HR, it is strongly encouraged that the hiring manager meet with the committee to discuss the charge and instructions for the search. It is during this meeting that the hiring manager will have the opportunity to discuss their level involvement with the search process.

Search Committee Chair

_____ **On-line Search Committee Training** – Each search committee member must complete the On-line Search Committee Training prior to evaluating candidates' applicant data such as the cover letter and the resume. (Search committee members will not have to repeat the training if the training was taken within a twelve month period).

II. APPLICANT REVIEW (Evaluating and Interviewing Candidates)

Search Committee Chair

_____ **Create a Matrix** – Create and distribute a screening matrix to the search committee. This matrix will be used to evaluate candidates based on the required and preferred qualifications.

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_____ **Conduct Phone Interviews** – Once the matrix has been completed and reviewed by the committee, proceed with phone interviews. (This step does not need to be approved by HR).

_____ **Campus Interview Selections** – Upon completion of phone interviews, reach out to the HR Recruiter regarding updating PAPERS with campus interviews selections.

_____ **Schedule Campus Interviews** – Once email is received from the HR Recruiter regarding approval of campus interviews, coordinate scheduling interviews for each candidate with the search committee.

_____ **Meet with Search Committee** – Meet with the search committee upon completion of all campus interviews to discuss the strengths and weaknesses for each candidate.

_____ **Complete Reference Reports and Verification of Credentials** – Complete the reference reports and verification of credentials for the final candidate. The reference reports must include of minimum of two employment references; one from a current supervisor and one from a previous supervisor. (Instructions to complete will be provided by HR Recruiter).

_____ **Recommendations to Hiring Manager in PAPERS** – Update the candidates who were campus interviewed in PAPERS to reflect which candidate is 1) recommended for hire, 2) is not recommended for hire, or 3) is listed as an alternate. Once this information is updated and submitted, the hiring manager will receive an e-mail notifying them that the recommendations are uploaded in PAPERS. (Note: It is recommended that the search committee chair contact the hiring manager directly informing them that the recommendations have been submitted for their review).

III. **HIRING PROPOSAL (Selection of Final Candidate)**

Hiring Manager

_____ **Start Hiring Proposal** – In PAPERS, open the application for the candidate being recommended for hire and select the green plus sign that reads “Start Hiring Proposal.”

_____ **Complete Fields in Hiring Proposal** – Complete the necessary fields to ensure that proposed salary, start date, and relocation assistance is properly inputted. Ensure that the supervisor references (current and previous), verification of credentials, and BOV statement (optional) are uploaded into the Hiring Proposal. These can also be e-mailed to the HR Recruiter if technical assistance is needed.

_____ **Submit Hiring Proposal For Approval** – Under the orange ‘Take Action On This Hiring Proposal’ button, select ‘VP Approval’ and choose the appropriate VP from the drop-down menu. Once the Hiring Proposal has been approved by all parties, you will receive a system-generated e-mail that says ‘Make Offer’. Return the Hiring Proposal back to the HR Recruiter indicating if the offer has been accepted or declined. (Salary negotiations **must** be approved by HR prior to offering to a candidate).

If you have any questions about any of the items on this list, please reach out to your HR Recruiter.