LICHSC STEP 1 **Faculty and Executive Administrative** Search Process

College/Department creates posting and forms a Search Committee

STEP 2

The designated business manager will enter the position and posting information in the Position Create/Change eForm in IRIS.

STEP 2A

The designated business manager will schedule a meeting for an OAC representative to charge the Search Committee.



FACULTY TYPE OF SEARCH

STEP 4

Applicant Intake: The designated business manager will go into Taleo to download applicant files and CVs and email documents to Search Committee Chair.

STEP 5

Initial Screening: Search Committee Chair will communicate with the business manager to update the status of applicants in Taleo. The business manager must add notes into applicant files with explanations regarding status changes (i.e., very little experience in specific area, currently funded, etc.).

STEP 6

Before On-Campus Formal Interviews: Search Committee Chair will communicate with the business manager to update the status of applicants who they would like to move into the primary and secondary pools. The business manager must add strength and weakness statements into applicant files with explanations regarding pool designation (i.e., does not have a requisite degree, currently funded, etc.).

STEP 7

OAC will review and approve primary and secondary pools in Taleo.

CANDIDATES ARE

INTERVIEWED

STEP 8

Before Making an Offer: Search Committee will communicate the selected candidate and information regarding the offer to the business manager to enter into Taleo for OAC review.

> DEPARTMENT EMAILS OIED FOR HIRING AUTHORIZATION

STEP 9 OAC will review and approve EEO/AA hiring authorization in Taleo.

STEP 3

OAC will review, modify, and post the position on the HR site (minimum 15 business days for external positions, 10 business days for internal positions).

Note:

All candidates, including search firm applicants must be directed to apply on the HR employment website.

STEP 6A

Executive Administration Process

Prepare a Narrative Summary form; submit for approval for oncampus interview along with a letter or request to interview principle candidates (i.e., chair; assistant/ associate dean; dean; assistant/associate vice chancellor; vicechancellor; chancellor).

Note: All candidates, including search firm applicants must be directed to apply on the HR employment website.

STEP 10

accepts the offer, clears hiring screening, and acquires a start date, the business manager contacts **OAC** to close the position in Taleo.