

Faculty and Upper-Level Search Process

Faculty Search Process:

1. **Before Position is Posted:** College/Department will create a posting for the position and form a Search Committee.
2. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**. Once the position data is transferred into Taleo, OED will modify the posting data.
3. OED will review and approve the position posting and post position on HR site.
4. **Applicant Intake:** Designated business manager will go into Taleo to download applicant files and CV's and email documents to Search Committee chair.
5. **Initial Screening:** Search Committee chair will communicate with business manager to update the status of applicants in Taleo. Business manager will add notes into applicants file with explanations regarding status changes (i.e. Does not have requisite degree, currently funded, etc.)
6. **Before On-Campus Interviews:** Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools. Business manager must add notes into applicants file with explanations regarding status changes (i.e. Very little experience in specific area, currently funded, etc.)
7. OED will review and approve primary and secondary pools in Taleo.
8. **Before Making an Offer:** Search Committee will communicate the selected candidate and information regarding offer to the business manager to enter into Taleo for OED review.
9. OED will review and approve hiring authorization in Taleo and close position.

Executive Administrative Search Process:

1. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**. Once the position data is transferred into Taleo, OED will modify the posting data.
2. Designated business manager will schedule a meeting for OED representative to Charge the Search Committee.
3. OED will review and approve the position posting and post position on HR site.
4. **Applicant Intake:** Designated business manager will go into Taleo to download applicant files and CV's and email to search committee chair.
5. **Initial Screening:** Search Committee chair will communicate with business manager to update the status of applicants in Taleo. Business manager must add notes into applicants file with explanations regarding status changes (i.e. Does not have requisite degree, currently funded, etc.)
6. **Before On-Campus Interviews:** Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools and upload a Narrative Summary to Share Point that includes the Strengths and Weakness of finalists for OED review.
7. OED will review Narrative Summary and obtain the appropriate signatures and upload to Share Point.
8. OED will review and approve primary and secondary pools in Taleo.
9. **Before Making an Offer:** Search Committee will communicate the selected candidate and information regarding offer to the business manager to enter into Taleo for OED review.
10. OED will review and approve hiring authorization in Taleo and close position.