



Faculty and Executive Administrative Search Process

STEP 1
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 OIED representative to charge the Search Committee.

STEP 3
OIED will review, modify, and post the position on the HR site (minimum 30 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 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 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 6A
Executive Administration Process
Prepare a Narrative Summary form; submit for approval for on-campus interview along with a letter or request to interview principle candidates (i.e., chair; assistant/associate dean; dean; assistant/associate vice chancellor; vice-chancellor; chancellor).
Note:
All candidates, including search firm applicants must be directed to apply on the HR employment website.

STEP 7
OIED will review and approve primary and secondary pools in Taleo.

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 OIED review.

STEP 10
Once the candidate accepts the offer, clears hiring screening, and acquires a start date, the business manager contacts OIED to close the position in Taleo.

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

CANDIDATES ARE INTERVIEWED

DEPARTMENT EMAILS OIED FOR HIRING AUTHORIZATION