**HIRING GUIDE QUICK CHECKLIST**

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| **Search Committee Chairperson & Phone Number(s)** |  |
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| **Search Committee Members & Phone Numbers** |  |

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|  1.\_\_\_\_ | Search area selected |
|  2.\_\_\_\_ | Search committee established and approved by department chair |
|  3.\_\_\_\_ | Request to search entered in workforUM and approved by dean, provost, and affirmative action officer |
|  4.\_\_\_\_ | Job ads submitted for publication |
|  5.\_\_\_\_ | Applications gathered via workforUM |
|  6.\_\_\_\_ | Applications reviewed |
|  7.\_\_\_\_ | Department Committee recommends candidates for interviews. Committee recommendations are advisory to the chair and dean. |
|  8.\_\_\_\_ | Applicant pool approved by dean and affirmative action officer |
|  9.\_\_\_\_ | Department schedules on-campus interviews |
| 10.\_\_\_\_ | Department makes travel arrangements |
| 11.\_\_\_\_ | Interview schedule and seminar arrangements made |
| 12.\_\_\_\_ | Interviews conducted |
| 13.\_\_\_\_ | Exit discussions |
| 14.\_\_\_\_ | Expenses submitted |
| 15.\_\_\_\_ | Department selects order of hiring |
| 16.\_\_\_\_ | Draft letter of offer approved by dean, provost, and affirmative action officer |
| 17.\_\_\_\_ | If required, President’s and TBR approvals obtained (ex. tenure upon appointment cases) |
| 18.\_\_\_\_ | Official offer letter is mailed to candidate |
| 19.\_\_\_\_ | Candidate accepts or rejects offer |
| 20.\_\_\_\_ | Preserve search committee notes or other documentation 3 years |