

Working @ VCU: Search Process Checklist

Completed Task	Responsible Party(ies)
<input type="checkbox"/> Update or create position description (optional)	Hiring Manager and Human Resources
<input type="checkbox"/> Ensure position is assigned to appropriate VCU Job Title	Human Resources
<input type="checkbox"/> Complete Recruitment Exception Request Form and send for approval	Hiring Manager and Human Resources
<input type="checkbox"/> Appoint search committee/interview panel (optional)	Hiring Manager
<input type="checkbox"/> Create and submit posting	Hiring Manager
<input type="checkbox"/> Review posting, approve and post	Human Resources
<input type="checkbox"/> Develop marketing and recruitment strategy	Hiring Manager, in consultation with HR
<input type="checkbox"/> Submit advertisement requests	Hiring Manager
<input type="checkbox"/> Conduct proactive recruitment and outreach	Hiring Manager, Search Committee
<input type="checkbox"/> Develop a set of position-specific interview questions to be consistently used when interviewing all candidates	Hiring Manager, in consultation with HR
<input type="checkbox"/> Apply online to position	Job Seeker
<input type="checkbox"/> Review applicant pool for external layoffs/veterans and forward pool to the hiring manager for screening	Human Resources
<input type="checkbox"/> Evaluate credentials of applicants taking into consideration posted minimum qualifications, veteran status and any other placement goals. Identify at least two candidates to interview for position	Hiring Manager, Search Committee
<input type="checkbox"/> Contact & Schedule candidates for interview	Hiring Manager (or designee)
<input type="checkbox"/> Interview candidates using the established set of position-specific interview questions and document candidate responses	Interview panel or Search Committee
<input type="checkbox"/> Select top candidate based on job-related criteria	Hiring Manager, Search Committee
<input type="checkbox"/> Connect with candidate for list of professional references	Hiring Manager, Search Committee
<input type="checkbox"/> Conduct reference checks and document responses	Hiring Manager
<input type="checkbox"/> Send all interview related documents to HR (Interview notes, reference checks, etc.)	Hiring Manager

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<input type="checkbox"/> Upload relevant recruitment documentation to applicant tracking system and submit hiring proposal	Human Resources
<input type="checkbox"/> Review interview notes, reference check notes, supporting documents and hiring justification to confirm proposed offer is appropriate	Human Resources
<input type="checkbox"/> Notify hiring manager of offer approval (or discuss any necessary changes)	Human Resources
<input type="checkbox"/> Extend verbal offer to finalist and manage any negotiations in consultation with Hiring Manager (if offer is made by HR)	Hiring Manager or Human Resources
<input type="checkbox"/> Generate offer letter (with tentative start date) and send to finalist	Human Resources
<input type="checkbox"/> Initiate background process	Human Resources
<input type="checkbox"/> Review background check results and notify department of adjudication	Human Resources
<input type="checkbox"/> Update hiring proposal with confirmed employment date and salary and mark posting as offer accepted	Human Resources
<input type="checkbox"/> Confirm offer and provide details about orientation, etc. with VCU Welcome Letter	Hiring Manager
<input type="checkbox"/> Notify applicants of position status	Hiring Manager or Human Resources
<input type="checkbox"/> Complete requirements needed to fill position in applicant tracking system	Human Resources
<input type="checkbox"/> Submit required employment documentation for processing	Human Resources
<input type="checkbox"/> Initiate new employee on-boarding process	Hiring Manager/Human Resources

Last Updated: MM/DD/YYYY