

Working @ VCU: Search Process Checklist

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| Completed Task | Responsible Party(ies) |
| Update or create position description | Hiring Manager and Human Resources |
| Ensure position is assigned to appropriate VCU Job Title | Human Resources |
| Consult with FA to determine appropriate hiring range based on available budget and market value of position | Hiring Manager and Human Resources |
| Appoint search committee/interview panel (required for executive and admin positions) | Hiring Manager |
| Create and submit posting | Hiring Manager |
| Review posting, approve and post | Human Resources |
| Develop marketing and recruitment strategy | Hiring Manager, in consultation with HR |
| Submit advertisement requests | Hiring Manager |
| Conduct proactive recruitment and outreach | Hiring Manager, Search Committee |
| Develop a set of position-specific interview questions to be consistently used when interviewing all candidates | Hiring Manager |
| Apply online to position | Job Seeker |
| Review applicant pool for external layoffs/veterans and forward pool to the hiring manager for screening | Human Resources |
| 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 |
| Contact & Schedule candidates for interview | Hiring Manager (or designee) |
| Interview candidates using the established set of position-specific interview questions and document candidate responses | Interview panel or Search Committee |
| Select top candidate based on job-related criteria | Hiring Manager, Search Committee |
| Verify reference list with top candidate, inform them their references will be contacted | Hiring Manager, Search Committee |
| Conduct reference checks and document responses | Hiring Manager |
| Upload relevant recruitment documentation to applicant tracking system and submit hiring proposal | Hiring Manager |
| Review interview notes, reference check notes, supporting documents and hiring justification to confirm proposed offer is appropriate | Hiring Manager |
| Notify hiring manager of offer approval (or discuss any necessary changes) | Human Resources |
| Extend verbal offer to finalist and manage any negotiations in consultation with Hiring Manager (if offer is made by HR) | Human Resources |
| Generate offer letter (with tentative start date) and send to finalist | Human Resources or Hiring Manager |
| Initiate background process | Human Resources |
| Review background check results and notify department of adjudication | Human Resources |
| Update hiring proposal with confirmed employment date and salary and mark posting as offer accepted | Human Resources |
| Confirm offer and provide details about orientation, etc. with VCU Welcome Letter | Hiring Manager |
| Notify applicants of position status | Human Resources |
| Complete requirements needed to fill position in applicant tracking system | Human Resources |
| Submit required employment documentation for processing | Human Resources |
| Initiate new employee on-boarding process | Hiring Manager/Human Resources |