

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 |