**Faculty Search Process Checklist **

Directions: This checklist is designed to assist with the faculty search process. The search process is an ongoing process that begins with the decision to hire a new employee and continues. This checklist is organized chronologically and assists with the preparation of the hire. The department may add additional activities that are relevant.

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| **Department Head** | **Committee chair** | **Office Admin** | **Quick List** | **Details** |
| **Pre-Posting** |
| X | X |  | Department will name and form search committee | * Create a diverse search committee
	+ A minimum of three is required, including one student on all searches with a teaching component (policy 103.3 <http://www.ndsu.edu/fileadmin/policy/103.pdf>

& 339.2.1 <http://www.ndsu.edu/fileadmin/policy/339.pdf>)* Chair of committee is required to have completed the search committee training within three years of the search being posted and all Search Committee members are encouraged to attend.
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| x | x |  | Create a new job description, announcement and recruitment plan | * Determine specific selection criteria, including role of diversity in the search and qualifications, consider what kind of applicants you will be attracting and what kind of expectations you are relying.
* Review specific needs of the department moving forward and develop hiring goals.
* Identify funding source for position.
* Create the job description (this is an opportunity to restructure the position if needed and update “old” requirements.)
* Consider qualifications that include; a proven record of commitment to diversity and addressing interpersonal skills.
	+ Ex. Ability to interact and collaborate effectively with staff, colleagues and students.
	+ Ex. Demonstrated commitment to equity and diversity.
	+ Ability to diversify program area faculty in a way that prioritizes, values, and celebrates diversity in all forms and ensure a sense of belonging, respect, and inclusion that supports the success of each member of the community.
* Include required minimum qualification of “Effective oral and written communication skills” (Policy 339.2.1 <http://www.ndsu.edu/fileadmin/policy/339.pdf>)
* Consider adding a Duty/ Responsibility to the position description such as: Provide exceptional service to faculty, staff, students, and guests by fostering a professional and collaborative work environment.
	+ Tasks involved with fulfilling this:
		- Respect the value, unique contributions, and diversity of all persons;
		- Resolve differences constructively; use tact and courtesy at all times;
		- Contribute to an environment of cooperative, supportive, and positive working relationships with colleagues and support colleagues’ efforts to succeed;
		- Be a positive role model by assisting in maintaining a high level of morale within the office;
		- Accept and apply constructive feedback; be open to feedback on how to improve.
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| X | X |  | Create announcement and recruitment plan | * Decide what materials will be required of all applicants to submit.
* Develop a Justification (why do you need this position?)
* Decide on potential advertising sources and develop advertising materials.
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|  |  | X | Create Request to Recruit in Peopleadmin | * Search and Department chair will provide Administrative Assistant with job description, qualifications, search committee members, potential advertising sources, justification and funding information.
* Administrative Assistant will Log in to Peopleadmin at: jobs.ndsu.edu/hr
* Make sure all required information is entered with as much detail as possible. Include all funding information.
* If committee is requiring a document to be submitted by candidates that is not listed in the applicant’s documents, make an “Other Document” required. Then make note in the special instructions to applicants what you want attached to that document.
* Once all information is entered into Peopleadmin, Administrative Assistant will forward onto Level 2 (Department Chair) for approval.
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| **Position posted** |
| X | X | X | Once position is approved, proceed with advertisements | * Advertisement in Higheredjobs.com and JobsND (Job Service of ND) will be automatically processed through Peopleadmin.
* Provost office will submit position to the ND Department of Commerce website.
* Make sure to include the following statements in all advertisements (Policy 103.1 <http://www.ndsu.edu/fileadmin/policy/103_1.pdf>)
* NDSU is an EEO/AA-MF/ Vet/ Disability employer.
* Highly recommended to include one or both of the following statements in advertisements:
* NDSU is a Carnegie Very High Research Activity Institution.
* NDSU is an ADVANCE institution.
* Advertise in appropriate journals, listservs and websites. Remember that the personal contact is the best source of recruitment.
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| X | X |  | Reviewing applicants | * Academic Personnel Coordinator will send guest user name and password to all search committee members for access to view candidate’s information in Peopleadmin.
* Search committee will review applicant materials.
* Search chair will fill out ONE screening sheet to reflect committee’s review of applicants and ‘ranking’ in the pool. The screening sheet can be found at: <http://www.ndsu.edu/forms/> (The Academic Personnel Coordinator will send the Search Chair a copy of the screening sheet with the appropriate qualifications filled in when position is approved and posted.) The screening sheet is only a guide for evaluating candidates on the advertised qualifications, no ranking of candidates as 1, 2, 3 etc. should be made. It is recommended that an in-depth conversation regarding all candidates is had prior to filling out the screening sheet so that all candidates are given full consideration. If a candidate does not meet the minimum qualifications you do not need to go further on their scoring than to note that they did not meet the minimums.
* Consider Veterans Preference points if applicable (Academic Personnel Coordinator will notify upon the screening date if needed).
* All screening will be based only on the advertised qualifications.
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| **Interviewing applicants** |
|  | X | X | Requests to Interview | * Search Chair will notify Administrative Assistant of candidates for phone interview. Note: applicants MUST meet ALL minimum qualifications in order to qualify for an interview.
* Administrative Assistant will change the status of applicants for interview to the status of Request for interview (note: A request for interview will need to be done prior to ANY interviews, not just in-person interviews.)
* One copy of the screening sheet along with a copy of the interview questions will be turned into the Academic Personnel Coordinator.
* Academic Personnel Coordinator will notify search chair and Administrative Assistant that interviews have been approved.
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|  | X |  | Phone Interviews (if applicable) | * Have questions pre-determined and assigned.
* Have at least two committee members present for each phone interview.
* Sample interview questions: [www.ndsu/edu/hr/mgrtoolbox/recruitment/interview/](http://www.ndsu/edu/hr/mgrtoolbox/recruitment/interview/)
* Search chair will fill out one interview report form (section A and B) for all candidates phone interviewed and turn into Academic Personnel Coordinator prior to any on campus interviews being approved. Form can be found under Equity at: <http://www.ndsu.edu/forms/>
* Administrative assistant will chance the status of candidates phone interviewed to “Phone Interview”.
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|  | X |  | Reference Checks | * Some form of Reference checks are REQUIRED.
* If the committee choses to collect letters of reference it is recommended to only collect letters for finalist.
* Contact at least one unnamed reference.
* A summary of the reference checks will be turned in with the Request to offer. (This will list the names of those contacted with general statements gathered- not associated with any one name.)
* Have questions pre-determined and assigned.
* Have at least two committee members present for phone reference checks.
* Check [www.ndsu.edu/hr/mgrtoolbox/recruitment/references](http://www.ndsu.edu/hr/mgrtoolbox/recruitment/references) for resources.
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| X | X | X | In-Person Interviews | * Plan each interview consistently as far as length of time, schedule etc.
* Work with Candidate to set travel itinerary.
* Ask ALL candidates if they will be in need any accomodations.
* Department and Committee chair work with Administrative Assistant to set interview itinerary.
* Items that need to be considered: setting up rooms, food and meetings with specific groups of people.
* Provide a campus tour for the applicant. One source is the Bison Ambassadors.
* Allow candidate time to interact with department faculty members.
* Provide candidate’s information to department in order to evaluate open forum.
* Have Open Forum comments forms available to all who attend the open forum to provide feedback to the search committee.
* Search chair will fill out one interview report form for each candidate interviewed. Department Chair will fill out section C and sign. Form can be found under Equity at: <http://www.ndsu.edu/forms/>
* Administrative Assistant will change status of those interviewed to “Interviewed”
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| **Choosing the Best Candidate and processing the Offer** |
| X | X | X | Requesting to Offer | * Committee will make recommendation for hire to Department Chair.
* Once Committee and Department Chair has chosen a candidate to offer the position, an “informal”, verbal offer can be made to the candidate to negotiate start date and salary that is contingent on Background check and the offer being fully approved. (NOTHING in writing –even email)
* The Department chair will develop the draft offer letter. A template for the offer letter is located under hiring at: [www.ndsu.edu/vpaa/forms\_andresources/](http://www.ndsu.edu/vpaa/forms_andresources/)
* The Department or committee Chair will provide the Administrative Assistant with a draft offer letter, interview report forms, a copy of the interview questions and a copy of the reference checks summary.
* The Academic Personnel Coordinator will email the candidate the information to complete the required Criminal Background check.
* Administrative Assistant will change status of candidate to “Recommend to Hire” and proceed to “Start Request to Offer”.
* Once Request to offer has been fully approved through Peopleamin and the criminal background check has been completed, the Academic Personnel Coordinator will notify the Administrative Assistant, Search and Department Chair that the official written offer can be made.
* If position is still listed as ‘Open until filled’ notify Academic Personnel Coordinator to now close the position.
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| X |  |  | Making the official Offer | * Once a signed copy of the offer letter has been received, send a copy to the Academic Personnel Coordinator.
* Once signed Offer letter has been received, The Academic Personnel Coordinator will email the new hire an Employment Information form and the I-9 form to complete ONLY the first section and return to the HR office.
* Once candidate has completed the two forms they will be contacted by HR in order to complete the process for obtaining their new NDSU employee ID and email.
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|  |  | X | Notifying non-selected candidates | * Search Chair will need to provide Administrative Assistant with “Reasons” for all remaining candidates to their non-selection.
* Administrative Assistant will change the status of remaining Candidates to “Not-selected” with a reason for their non-selection.
* Notify the Academic Personnel Coordinator if you would like the automated email to be generated right away to notify the candidate of their non-selection, otherwise the email will not go out until the chosen candidate has started.
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|  |  | X | Any changes | * If there are any changes to the start date after the offer letter has been signed and submitted to the Academic Personnel Coordinator, please notify the Academic Personnel Coordinator as soon as possible.
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|  |  | X | International Hires | * If the hire resulted in an International Hire, contact Deb Maertens in the International office at deborah.maertens@ndsu.edu or 231-8779
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|  |  | X | Internal Candidates | * If the hire results in the hiring of an internal benefited candidate the Administrative Assistant will need to complete the 101 form. Form can be found under Payroll at: <http://www.ndsu.edu/forms/>
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| **Welcoming the New hire** |
| X |  | X |  | Refer to Onboarding Checklist |
|  |  |  | Benefits and Orientation | * The Academic Personnel Coordinator will set up a Benefits Session with HR and notify the candidate (if starting at any time other than the beginning of Fall semester –in this case they will receive their benefits session at New Faculty Orientation.)
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| X |  | X |  | * Provide new hire with a list of campus/ community resources.
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| **Miscellaneous (add departmental specific items)** |
|  |  | X | Closing out the Search | * Send the Academic Personnel Coordinator any copies of advertisements.
* Print out a copy of the hiring proposal and history for the official personnel file.
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