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## Recruitment Checklist for Administrative/Professional Positions

This document revised February 11, 2008, is designed to guide hiring supervisors and search and screen committees through the recruitment and selection process. This checklist is to be used as a helpful tool and is not required to be submitted for review. Note: All EEO forms are available on the IPFW Human Resources or Equal Opportunity/Affirmative Action websites. This checklist supersedes Chancellor's Memorandum No. 1-96/97, November 18, 1996.

- 1. The hiring supervisor will review and update the job description to ensure proper classification of the position through Human Resources (HR). The IPFW Position Description Form 10 is available on the HR website. The job description must be approved and finalized before the position is posted. The hiring supervisor in consultation with the dean/department head and vice chancellor as appropriate will decide whether or not a search and screen committee will be utilized. The affirmative action officer or human resources consultant can assist in creating the search and screen committee. It is recommended that diversity be considered a valuable component to a search and screen committee.
  
- 2. The Recruitment Request Form (HREO1, available on the HR and Affirmative Action websites as well as in Taleo) will be completed by the hiring supervisor and chair of the search and screen committee (when a search and screen committee has been formed). The chair/hiring supervisor of the hiring department will sign the HREO1 Form, and submit, along with the proposed advertisement and Purchasing Requisition Form 12 (*see 3*), to the dean/department head for signature if applicable, and then the documents are submitted to HR. HR will log HREO1 and assign a tracking number.
  
- 3. If an advertisement is to be placed outside the IPFW website, the chair of the search and screen committee and hiring supervisor will prepare the ad and Purchasing Requisition Form 12, which is available on the Accounting Services website in the Forms section under Purchasing. The advertisement and Form 12 are completed and submitted with the HREO1. A designated buyer in Purchasing is to be consulted about procedures and costs. Advertisements are normally placed in local newspapers and are listed with schools with related graduate programs and large minority enrollments. Positions at the manager level (0020A) are normally advertised in national journals such as the *Chronicle of Higher Education*. The affirmative action officer, vice chancellor and HR will review advertisements and make suggestions for clarity, legality, and cost effectiveness. Once approved, the Form 12 and the advertisement are sent to Purchasing by the authorizing vice chancellor for action. **Note: Advertisements should clearly state the requirements of the position, preferred credentials, and an application deadline. They should also include the IPFW logo which states that "IPFW is an Equal Opportunity/Equal Access/Affirmative Action Employer." Also, advertisements may not be published before receipt of a completed HREO1 signed by the chancellor. Finally, make sure you allow enough time for the approval of your**

**advertisements. Specifically, keep in mind that Purchasing needs the approved advertisement by Noon on Wednesday to place an ad in the Sunday paper.**

□ 4. HR will send HREO1 with the advertisement and Purchasing Form 12 to the Affirmative Action office no later than the close of business that same day. The affirmative action officer will identify the affirmative action goal, if any, for the position and will forward the HREO1 Form, Purchasing Form 12, attached advertisement, and Web Posting Form, if applicable, to the appropriate vice chancellor and chancellor for review and signature. Copies of the signed HREO1 will be sent by the Affirmative Action office to all signatories as well as to HR. The director of the department will provide a signed form to the search and screen committee. HR will post the job vacancy announcement on the IPFW employment website after receiving the approved HREO1.

□ 5. The chair of the search and screen committee (or hiring supervisor when there is no committee) may schedule a time to meet with the affirmative action officer in order to discuss the search.

□ 6. Once the application deadline has passed and resumes have been reviewed, initial telephone interviews may be conducted. **Note: To ensure all candidates are treated equally in the hiring process, telephone interviews must be conducted for internal candidates currently working at the university as well as external candidates.**

□ 7. The search and screen committee (or hiring supervisor when there is no committee) will select top candidates for on-campus interviews. Traditionally, three candidates are selected. Additional candidates may be accepted if there is no expense.

7a. The search and screen committee (or hiring supervisor when there is no committee) will complete the Request to Interview Form (EEOR-2) and Applicant List (EEOR-2b), available on the Affirmative Action and HR websites as well as in Taleo. The EEOR-2b is completed in alphabetical order, last name first. The chair/department head will sign the EEOR-2, then forward it with the EEOR-2b to the dean/department head for signature (where applicable), who in turn forwards it to the Affirmative Action office. The selected applicants' resumes should be attached to the EEOR-2 Form. **Note: The reason an applicant was rejected must be included on the EEOR-2b Form. The chair/department head of the department may be contacted to ensure the form is complete.** In lieu of the EEOR-2b form, a print out of the candidates from Taleo may be used, if the reasons for selection or rejection are clearly indicated.

7b. The affirmative action officer will forward the EEOR-2 and EEOR-2b, with attachments, to the vice chancellor and chancellor for review and signature. **Note: The chancellor must approve the form before applicants are contacted for interviews.** The signed Request to Interview Form will be returned to the hiring supervisor. **Note: Official transcripts should be requested when arranging interviews.**

□ 8. Reimbursement of candidates for travel should be preauthorized by the vice chancellor. Form 17C (Request for Approval for Reimbursement of Expenses for

Prospective Employee Interview Trips) is used to authorize reimbursement of applicants' travel and must be completed 10 days prior to travel. Travel forms with instructions are available on the IPFW Accounting Services website in the Travel Management section under Travel Forms. **Note: The Hospitality Expenditure Policy is located on the Accounting Services website.** Approved Forms 17C are distributed by Accounting to the departments. **Note: Business managers are available to assist with any questions concerning reimbursement.**

□ 9. A designee of the search and screen committee (or the hiring supervisor when there is no committee) will schedule interviews. **Note: In addition to the search and screen committee, interviewees may meet with department staff, director, dean, vice chancellor (normally for appointments at the manager level), chancellor or others.**

□ 10. The requirements for providing receipts for reimbursement are sent to each traveling candidate by a designee of the search and screen committee, and are available at Accounting Services website in the Travel Management section under Receipt Requirements. **Note: The hiring supervisor, a member of the search and screen committee or a designee should ensure that all candidates' receipts for appropriate expenditures are received and submitted, with the request for reimbursement, to the business manager.** The receipts are submitted with a Form 56 (Invoice Voucher), also available on the Accounting Services website under Forms, Accounts Payable. If a host is being reimbursed for a meal, a separate Form 56 (Invoice Voucher) must be submitted with a copy of the original **itemized** receipt.

□ 11. The hiring supervisor will complete and sign the Request to Extend Offer Form (EEOR-3, available on the Affirmative Action and HR websites as well as in Taleo) after consultation with the search and screen committee. The hiring supervisor will sign the form and forward it to the dean/department head and it is next forwarded to the Affirmative Action office for review. The Affirmative Action office will submit the form to the vice chancellor and chancellor for review and signature. The form is distributed to the signatories and Human Resources by the Affirmative Action office. **Note: the chancellor must approve and sign the EEOR-3 before an offer can be made.**

□ 12. A verbal offer is made. The hiring supervisor will contact Human Resources to receive the offer letter template in order to ensure appropriate content. Concerns about legal status to work in the United States should be directed to the immigration specialist in HR (payroll services), Kettler G62.

□ 13. Following verbal acceptance, a written offer letter is to be prepared and a signed copy forwarded to Human Resources and sent to the chosen candidate. The offer letter is signed by the selected candidate and returned to the hiring supervisor. **Note: An offer letter is a legal document and therefore, should only include specific information about the conditions of the offer and employment. If moving allowances are being offered, specific approved language is utilized in the offer letter. This language is available on the Accounting Services website under moving allowances. All questions should be referred to the business manager.**

- 14. The signed offer letter, along with the selected applicant's dossier (original reference letters, official transcripts, and resume) should be forward to HR, Kettler G56.
  
- 15. The hiring supervisor will complete and sign the Hiring Report (EEOR-4, available on the Affirmative Action and HR websites and in Taleo). The form is also signed by the dean/department head and forwarded to the Affirmative Action office. The form is then reviewed and signed by the vice chancellor and chancellor. Copies of the signed Hiring Report are distributed to the signatories. All unsuccessful candidates interviewed will be notified by the hiring supervisor either verbally or through written correspondence. All unsuccessful applicants not interviewed will be notified utilizing Taleo through Human Resources.
  
- 16. All materials related to the search including application materials received from unsuccessful candidates and related notes, references, and correspondence of the search and screen committee must be retained by the department for three years.