Instructions and steps to take when a position becomes open or a position has been created.

— Complete an Authorization to Search (as well as a President’s Office Transmittal form). If changes are made to the job description, they must be approved by Ricky Norton prior to sending the Authorization.

— Prior to being granted access to see candidates, the hiring supervisor or committee head must turn in the interview questions and hiring matrix to the Ricky Norton for approval.

— Once access has been given to the hiring supervisor or committee head, applicants should be graded according to the hiring matrix. Please remember Veteran Preference rules.

— After grading applicants, the hiring supervisor or committee should notify Rebecca Cloude of the top candidates they are interested in interviewing.

— Before bringing potential employees to campus for interviews, TWO references MUST be done on the candidate. Use the Reference Check Form to complete the candidates’ references.

— During the interview, be sure to only ask the questions that were approved by the HR Director. Also have the candidates fill out a Background Check form and a Degree Verification Form. This speeds up the process once a candidate is chosen.

— After the interviews are complete:
  o If there is a candidate that the hiring supervisor would like to offer the position, inform Rebecca Cloude of the choice. For staff position, a Salary Offer Checklist must be completed. (Rebecca will give form once you inform her of hiring authority’s selection.) In cases of committees, when making recommendation to hire, please notify Rebecca of the recommended hire as well as the hiring authority.
  o If there is not a candidate that the hiring supervisor or the committee would like to offer the position, inform Rebecca Cloude to discuss reopening or canceling the search.

— After Candidate is Chosen:
  o For staff: Once the Salary Offer Checklist comes back a verbal offer contingent on the background check can be made. HR will then run the background check.
  o For faculty: A verbal offer can be made, but must be contingent upon background check. Please notify HR, so they can run the background check.

— After giving the verbal offer, please inform Rebecca Cloude of the agreed upon salary and start date, so she can complete the official offer letter. For faculty, please notify Norma McCormick.

— New hire paperwork should be completed prior to or the new employee’s first day.

— An EPA should be routed with the exact start date that was told to Human Resources.

— Turn in all search material including the Search Checklist to Rebecca Cloude.