## **Faculty Recruitment Committee Process** Search Committee selected Search Committee meets with Human Resources to review process Candidates are reviewed for required qualifications Remaining candidates are rated on their paper materials (Paper screen level) Committee meets to compare committee & individual totals. Preferences are applied. Top-ranked candidates are invited for interviews Interviews are conducted and candidates are rated (1st interview level) Committee meets to review committee totals vs. individual totals after 1st interview ratings are completed 2nd Notify HR of foreign nationals on short list interview not needed $\begin{array}{c} \text{Committee members} \\ \text{invite candidates back} \\ \text{for } 2^{\text{nd}} \text{ interview} \end{array}$ Search Committee chooses top-ranked candidate and creates ePAR and 2<sup>nd</sup> interviews are conducted and committee rates 2<sup>nd</sup> submits for approval interview criteria. overview (2nd interview level) Committee meets to discuss top candidates and checks references Search Committee chooses top-ranked candidate and creates Human Resources reviews hiring packet and submits ePAR and submits for approvals for approvals (HR, AA/EO, VP/Provost) Background check required Human Resources/Hiring Manager/Supervisor makes conditional offer based on the results of a criminal background check Candidate accepts and background check is submitted Background check approved, offer letter is sent from Dean's office, confirm start date and set appointment to do benefits enrollments Signed offer letter is obtained and sent to HR Employee begins work on designated day and sets up benefits with Human Resources