

ADMINISTRATIVE/FACULTY HIRE CHECKLIST

Utilized by University Search Committees and/or College Deans

CANDIDATE NAME: _____

POSTING PROCESS: Position Advertisements and Postings sent to Provost	In Process	Completed
Administrative/Faculty Employment Requisition	<input type="checkbox"/>	<input type="checkbox"/>
Position Description [Administrative positions only]	<input type="checkbox"/>	<input type="checkbox"/>
Position Advertisement [include posting sites]	<input type="checkbox"/>	<input type="checkbox"/>
INTERVIEW PROCESS: Selecting Candidates		
Original signed USI Employment Application [for all candidates]	<input type="checkbox"/>	<input type="checkbox"/>
Original résumé/Vita	<input type="checkbox"/>	<input type="checkbox"/>
Official transcript if possible [Copies acceptable only at interview stage.]	<input type="checkbox"/>	<input type="checkbox"/>
Original reference information from each candidate [Letters or clear contact information for a <u>minimum</u> of three references.]	<input type="checkbox"/>	<input type="checkbox"/>
Notification of visa status, if applicable [Contact Ashley (Zoe) Sipes or Cindi Clayton-Schnitker in Human Resources.]	<input type="checkbox"/>	<input type="checkbox"/>
Interview Approval Form or Memo from dean	<input type="checkbox"/>	<input type="checkbox"/>
HIRING PROCESS: Stage 1		
Official original transcript issued to Provost, indicating highest degree awarded	<input type="checkbox"/>	<input type="checkbox"/>
Original reference documentation memos [Completed five to ten question summary verifying contact with a <u>minimum</u> of three references. Summary to include: name of reference contacted, their position title, date reference contacted, and search committee member name for authentication. One reference <u>must</u> be the immediate supervisor.]	<input type="checkbox"/>	<input type="checkbox"/>
Dean notifies Human Resources to begin background check [Background check is submitted with 'Intent to Hire' memo.]	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation/Summary of search [from Search Committee Chair.]	<input type="checkbox"/>	<input type="checkbox"/>
Intent to Hire memo from dean to Provost	<input type="checkbox"/>	<input type="checkbox"/>
Approval to engage in "Intent to Hire" discussion given to dean by Provost	<input type="checkbox"/>	<input type="checkbox"/>
HIRING PROCESS: Stage 2		
Recommendation to Hire Memo from dean to Provost	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Notification [following candidate acceptance of verbal offer by dean]	<input type="checkbox"/>	<input type="checkbox"/>