



Process Checklist

These are the essential events in the search process for unclassified employees. The order of events can and may change depending on the circumstances. This Search Process Checklist can be found at: <http://www.>

Date	Description
	1. Fill out the necessary position origination documents according to the Hiring Process Guidelines .
	2. Establish the Search Advisory Committee .
	3. Submit materials to Dean/VP including: <ul style="list-style-type: none"> a. Draft Vacancy Posting (If applicable, matching the position description) (note: these are the minimum qualifications your committee will be obligated to follow) (see also Job Posting guidelines & web version) b. Advertising Plan (include ad(s)) (see advertising & recruitment guidelines) c. Draft Applicant Pre-interview Screening, Reference Check Questions, and Interview Questions. Dean/VP will review and forward to Human Resources.
	4. Human Resources/ Affirmative Action will review materials and return to Dean/VP with suggested changes. Dean/VP will give final approval on changes and notify Search Advisory Chair. (Search Chair to provide revised packets to HR & Dean/VP.) <i>Note: HR will format final Job Posting, provide print-ready copy to Search Committee Chair, and then post on BSU Career Opportunities, MnSCU Employment Opportunities, HigherEdJobs.com, MinnesotaDiversity.com, Governmentjobs.com and Upper Midwest Higher Education Recruitment Consortium (HERC).</i>
	5. Implement Recruitment Plan (3 above) throughout application period. HR sends acknowledgment email notifications to candidates.
	6. Search Committee will conduct prior review of any internal fixed term IFO candidates pursuant to Provisions in Article 21, Section A, Subd. 2 Note: Complete Priority Consideration Review Form . <ul style="list-style-type: none"> a. If internal fixed term is recommended for hire, proceed to step 16. b. If internal fixed term is recommended to continue in process to be considered along with other applicants, proceed to step 7. c. If internal fixed term is not qualified for position, notify applicant of same. Note: This can be done before placing print ads, but the position must be posted on the Minnesota State Mankato web page, MnSCU web page, and HigherEdJobs.com before reviewing internal candidates.
	7. HR will transmit information to the Search Advisory Committee electronically. Search Advisory Committee screens qualified applications using consistent, equal opportunity, and job related criteria for all candidates. Determine potential finalists. Record results on Screening Summary Report form.
	8. Search Committee should notify potential finalists by phone. (Inquire re: continued interest, notify re: reference checks.) If an applicant(s) is not able to provide an official transcript from their international institution, we will accept credential evaluations prepared by any National Association of Credentials Evaluation Services member. Please refer the applicant to this service. An official transcript or credential evaluation is required prior to an on-site interview.
	9. Conduct reference checks . (Use standard questions; record data; notify referees of data privacy issues.)

Date	Description
	<p>10. Fill out the Interview Approval Form. After the Dean/VP has signed, send to HR/AA Director (attach Report of Recruitment Procedures, Screening Summary Report form). Human Resources/Affirmative Action will give final approval to proceed.</p> <p><i>Please note that once the initial Screening Summary Report with the Finalist Approval Form has been submitted and approved, any future candidates that you wish to interview from column 5 of the Screening Summary Report would first need to be approved. An updated Screening Summary Report and a new Finalist Approval Form will need to reflect these new interview candidates and be submitted for approval.</i></p>
	<p>11. Arrange interviews. (Comply with travel regulations.) (See also Expense Reimbursement for Finalists.) <i>Note: Throughout the search, Search Chair should consult with Department Chair and faculty about the status of the search (confidentiality rules must be followed). Department Chair (Unit Head) and faculty (unit) can work with Search Chair and Search Committee by reviewing materials and files of finalists, and participating in campus interviews.</i></p>
	<p>12. Interview finalists using consistent, equal opportunity and job related criteria for all candidates. Record results on the Screening Summary Report form. (Candidates must fill out Work Experience Summary (IFO) (MSUAASF) to be used in determining appropriate salary, as well as other releases that may be necessary.) Provide candidates with appropriate benefit summary.) See additional information on conducting interviews. Do travel reimbursement form at this time.</p>
	<p>13. If no candidate is recommended for hire, fill out Notice of Failed Search Form. After recommendation is official, HR will notify candidates of failed search. Proceed to step 21.</p>
	<p>14. If candidate(s) recommended, provide information to Dean/VP re: results of committee work. Dean/VP will provide format for this. Remember—the VP makes selection of candidate. Dean must notify Search Chair of status regarding selection.</p>
	<p>15. Complete Offeree Approval Form (attach signed <i>Finalist Approval form</i>, updated <i>Screening Summary Report</i> form, resume of Offeree. Obtain required signatures). This step must be completed prior to submitting the work experience documentation in step 17. <i>If approved finalists or interview candidates are deemed not qualified during the interview process, or an offer is declined by an approved final candidate, any future candidates that you wish to interview from column 5 of the Screening Summary Report would first need to be approved. An updated Screening Summary Report and a new Finalist Approval Form will need to reflect these new interview candidates and be submitted for approval (see Step 11).</i></p>
	<p>16. Hiring official should review and sign the Work Experience Summary that was completed by the applicant (step 13) and forward to the Vice President's Office with printed resume/vitae and copy of completed Offeree Approval Form (step 16). <i>Note: The VP's Office will review the work experience documentation and forward to Human Resources. No salary offer can be made before Human Resources reviews the Work Experience Summary, official transcript, Application for Employment, Offeree Approval form, and makes a salary recommendation. After Human Resources and the Vice President's Office have completed a review of work experience history, Human Resources will return to the hiring official an analysis of the work history and the recommended hiring salary.</i></p>
	<p>17. Appropriate Vice President extends the offer, Human Resources will review the Offer Letter and Terms of Appointment before it is sent.</p>
	<p>18. After the candidate accepts in writing, Dean/VP notifies Search Chair of acceptance of offer. HR will notify remaining candidates of non-selection not hired that they are no longer being considered.</p>
	<p>19. The VP's Office will submit the necessary unclassified assignment request form appointment documents to Human Resources according to Hiring Process Guidelines and return all other recruitment materials to Search Chair.</p>
	<p>20. Search Advisory Chair will submit all search materials to Human Resources (include screening forms, Screening Summary Report, and any other application materials). (Refer to Documenting a Search.)</p>