



## Checklist for Filling an IFO Vacancy at BSU

	Date	Action
<input type="checkbox"/>		<b>Initiate Search:</b> <ul style="list-style-type: none"> <li>• Dean/Administrative Head submits Authorization for Position Search Form</li> <li>• Dean/Administrative Head receives signed approval from               <ul style="list-style-type: none"> <li>○ Appropriate Vice President</li> <li>○ HR</li> <li>○ AAO</li> <li>○ Budgetary Authority</li> </ul> </li> </ul>
<input type="checkbox"/>		<b>Prepare Vacancy Packet:</b> <ul style="list-style-type: none"> <li>• Completed by Search Advisory Committee (SAC)</li> <li>• Dean/VP Admin upload documents to NEGOV for approval from               <ul style="list-style-type: none"> <li>○ Appropriate Vice President</li> <li>○ AAO</li> <li>○ Budgetary Authority</li> <li>○ HR (Final Approver)</li> </ul> </li> </ul> Vacancy Packet includes (see website for forms: BSU→HR→Forms) <ul style="list-style-type: none"> <li>• Scanned version of the signed Authorization for Position Search Form</li> <li>• SAC Members List</li> <li>• Draft Vacancy Notice</li> <li>• Advertising Plan</li> <li>• Pre-Interview Screening</li> <li>• Phone Interview Questions/Rating</li> <li>• Interview Questions/Rating</li> <li>• Reference Checks</li> </ul>
<input type="checkbox"/>		<b>Initial SAC Meeting:</b> <ul style="list-style-type: none"> <li>• SAC Chair arranges date/time/place</li> <li>• Review protocols</li> <li>• Set screening and interview schedules</li> <li>• AAO approves, trains team, collects Confidentiality Agreement Forms (forward to HR)</li> </ul>
<input type="checkbox"/>		<b>Vacancy Notice Draft:</b> Human Resources Specialist prepares for final approval from <ul style="list-style-type: none"> <li>• Dean/VP</li> <li>• SAC Chair</li> </ul>

<input type="checkbox"/>		<p><b>Recall List:</b></p> <ul style="list-style-type: none"> <li>• HR determines eligible candidates             <ul style="list-style-type: none"> <li>○ HR sends notice to candidates</li> </ul> </li> <li>• Notify SAC Chair of any changes in posting dates due to Recall List</li> </ul> <p><b>Probationary Position:</b></p> <ul style="list-style-type: none"> <li>• MUST notify eligible candidates 3 weeks before posting vacancy</li> </ul> <p><b>Fixed Term/Adjunct Position:</b></p> <ul style="list-style-type: none"> <li>• MUST notify eligible candidate before/on opening date of vacancy posting MUST give candidate 3 weeks to respond with interest in position</li> </ul>
<input type="checkbox"/>		<p><b>Prior Consideration:</b></p> <ul style="list-style-type: none"> <li>• HR emails Dean/Administrative Head to determine if there is an incumbent who qualifies for prior consideration.</li> </ul> <p><b>Internal Candidate may be:</b></p> <ul style="list-style-type: none"> <li>• Recommended for hire based on strengths and weaknesses in the Vacancy Notice</li> <li>• Recommended to compete</li> <li>• Determined “does not meet minimum qualifications”</li> </ul>
<input type="checkbox"/>		<p><b>Release Applicant Information:</b></p> <ul style="list-style-type: none"> <li>• HR releases credentials for review to SAC.             <ul style="list-style-type: none"> <li>○ Consider Recall List and Prior Consideration candidates BEFORE release to SAC</li> </ul> </li> <li>• HR emails             <ul style="list-style-type: none"> <li>○ NEOGOV login/password information</li> <li>○ Applicant spreadsheet</li> <li>○ Confidentiality form</li> </ul> </li> <li>• Applicant Notification #1: HR sends email notifications to NEOGOV applicants noting application received and brief outline of process/timelines</li> </ul>
<input type="checkbox"/>		<p><b>Pre-Interview Screening:</b></p> <ul style="list-style-type: none"> <li>• SAC             <ul style="list-style-type: none"> <li>○ Conducts initial screening using pre-approved screening form</li> <li>○ Sends to Dean/AAO                 <ol style="list-style-type: none"> <li>1. Memo</li> <li>2. Completed spreadsheet with candidates’ strengths and weaknesses</li> <li>3. SAC screening forms</li> </ol> </li> </ul> </li> <li>• Candidates to interview must be approved by             <ul style="list-style-type: none"> <li>○ Dean (VP/Associate VP if Dean is unavailable)</li> <li>○ AAO (HR designee if AAO is unavailable)</li> </ul> </li> <li>• SAC Chair             <ul style="list-style-type: none"> <li>○ Notifies potential finalists by phone</li> <li>○ Determines if candidates are still interested</li> <li>○ Makes candidates aware of benefit package prior to interview (available at: <a href="http://www.bemidjistate.edu/offices/human_resources/benefits/">http://www.bemidjistate.edu/offices/human_resources/benefits/</a>)</li> <li>○ Makes candidates aware of salary ranges by providing contractual minimums for Assistant or Associate Professors, and information that salary offers for particular fields are based on degree, experience, and market factors.</li> </ul> </li> </ul>

<input type="checkbox"/>		<p><b>Phone/Skype Interviews:</b></p> <ul style="list-style-type: none"> <li>• SAC Chair schedules phone/Skype interviews             <ul style="list-style-type: none"> <li>○ At the conclusion of the interview SAC chair asks candidate if he or she agrees to have the University contact references from candidate’s list and off-list references.</li> </ul> </li> <li>• Based on interviews, SAC provides a list of potential finalists to bring to campus and             <ul style="list-style-type: none"> <li>○ a summary of strengths of weaknesses of each interviewee</li> <li>○ the phone interview rating form from each committee member.</li> </ul> </li> <li>• Typically, two finalists are invited for on-campus interviews             <ul style="list-style-type: none"> <li>○ If the SAC, Dean or the AAO believe additional candidates should be interviewed, they will provide a rationale to the Area Vice President, who will make the final decision on whether to add candidates.</li> </ul> </li> <li>• Candidates to interview on campus must be approved by             <ul style="list-style-type: none"> <li>○ Dean (VP/Associate VP if Dean is unavailable)</li> <li>○ AAO (HR designee if AAO is unavailable)</li> <li>○ If he/she disagrees with recommendation, confer with SAC before making final decision</li> </ul> </li> </ul>
<input type="checkbox"/>		<p><b>On-Campus Interviews:</b></p> <ul style="list-style-type: none"> <li>• SAC Chair or College Administrative Assistant advises candidates of reimbursement policies and procedures</li> </ul> <p><b>Meal Compensation:</b></p> <ul style="list-style-type: none"> <li>• Up to four members on the search committee can be compensated for having a meal with the candidate</li> <li>• Expense form needs to be completed in advance, see business services page for form and reimbursement guidelines</li> </ul> <p><b>Fixed Term Faculty Candidates meet with</b></p> <ul style="list-style-type: none"> <li>• SAC</li> <li>• Dean</li> </ul> <p><b>Probationary Faculty Candidates meet with</b></p> <ul style="list-style-type: none"> <li>• SAC</li> <li>• Dean/Administrative Head</li> <li>• Associate Vice President/VP for Academic Affairs or Area VP</li> </ul> <p><b>Creditable Experience Form:</b></p> <ul style="list-style-type: none"> <li>• Each candidate should be asked to <u>complete and sign a creditable experience form</u></li> <li>• Complete before candidate leaves campus to facilitate our ability to make a timely salary offer.</li> </ul>
<input type="checkbox"/>		<p><b>Conduct Reference Checks:</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• At least two references for each candidate in addition to any written references</li> <li>• Use standard, approved questions, record data; two individuals must participate in each reference check</li> <li>• Notify references of data privacy issues</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>• Reference checks may include off-list references conducted by Dean/Area Vice President (candidates must agree- normally asked at end of phone interview).</li> <li>• If applicable, off-list reference checks for finalists must include the same number of off-list references for each candidate; if off-list references are contacted for one candidate, they will be contacted for all candidates.</li> </ul>

<input type="checkbox"/>		<p><b>SAC Recommendation:</b></p> <ul style="list-style-type: none"> <li>After interviews and reference checks are complete, SAC sends recommendation to Dean/Administrative Head</li> </ul> <p><b>Recommendation includes:</b></p> <ul style="list-style-type: none"> <li>Memo with SAC’s recommendations (hire/not hire)</li> <li>Strengths and weaknesses of each interviewee</li> <li>Interview Evaluation Forms from each SAC Member</li> <li>Reference Forms from each reference check</li> </ul>
<input type="checkbox"/>		<p><b>Recommendation Review:</b></p> <p><b>Dean/Administrative Head:</b></p> <ul style="list-style-type: none"> <li>Reviews SAC recommendation</li> <li>Notes reasons for agree/disagree with the recommendation</li> <li>Forwards SAC Memo and Interview Forms to AAO</li> </ul> <p><b>AAO:</b></p> <ul style="list-style-type: none"> <li>Ensures Bemidji State’s Affirmative Action Plan and Procedures are followed</li> <li>Provides feedback to Dean (for faculty positions) or appropriate Vice President (for other unclassified positions)</li> </ul>
		<p><b>Final Hiring Decision:</b></p> <ul style="list-style-type: none"> <li>Dean consults with Provost/VPAA and makes the final decision regarding hiring</li> <li>Area Vice President approves/disapproves Dean/Administrative Head's recommendation for faculty searches outside academic affairs</li> <li>Decision is forwarded to             <ul style="list-style-type: none"> <li>SAC Chair</li> <li>Human Resources</li> <li>Director/Other Administrative Head, if necessary</li> </ul> </li> <li>All documentation regarding the search is given to HR for retention</li> </ul>
<input type="checkbox"/>		<p><b>Offer/Turndown Process:</b></p> <ul style="list-style-type: none"> <li>Hiring Authority negotiates starting salary as per HR policies and CBA limits</li> <li>Dean/VP Admin completes/routes Unclassified Assignment Request Form for approvals</li> <li>HR drafts final Appointment Letter from information on approved Unclassified Assignment Request Form</li> <li>HR will send a copy of the signed/accepted Appointment Letter from the successful candidate to the Dean to start Turndown Process</li> </ul> <p><b>Dean/Administrative Head:</b></p> <ul style="list-style-type: none"> <li>Contacts unsuccessful candidates who interviewed</li> <li>Sends email/letter/phone conversation notes to HR for retention</li> </ul> <p><b>HR:</b></p> <ul style="list-style-type: none"> <li>Applicant Notification #2: HR sends email notifications to candidates who did not interview (position-filled/failed search/etc.)</li> <li>Verifies all unsuccessful candidates have been contacted</li> </ul>
<input type="checkbox"/>		<p><b>Position Filled/Failed Search:</b></p> <ul style="list-style-type: none"> <li>HR closes out NEOGOV             <ul style="list-style-type: none"> <li>Includes the following paperwork in SEARCH file:                 <ul style="list-style-type: none"> <li>Signed Appointment Letter</li> <li>Resume</li> <li>Cover Letter</li> <li>Unofficial Transcripts</li> <li>Any other requirements per original vacancy</li> </ul> </li> </ul> </li> <li>Begins On-boarding process</li> </ul>