

## **Staff Search Timeline - Below Director**

After a vacancy is established, a requisition to fill the position must be approved. The following outlines the Staff Search Process:

1. Employee Services launches the search and posts the position.
2. The Affirmative Action / Equal Opportunity (AA/EO) Office will then:
  - a. Provide search process guidance & resources to the Hiring Manager
  - b. Facilitate search orientation (as needed)
3. The Hiring Manager (HM) will review candidates
4. The HM will submit the following to AA/EO Office for approval:
  - a. Proposed candidate(s) they would like to interview
  - b. Proposed interview questions, one addressing candidates ability to serve in a diverse environment
5. EO Office reviews and approves proposed interview questions and candidates for interview
  - a. EO Office will notify approved candidates (via email) to expect HM to contact them to schedule interview
6. The HM will schedule and conduct interviews with approved candidates
  - a. Interview notes will be preserved and prepared for submission to EO Office
  - b. Upon HM's request, AA/EO will contact /correspond with candidates to schedule interviews
7. The EO Office will initiate the EEO form and request all search notes
8. The Hiring Manager will:
  - a. Conduct phone reference checks of top candidate(s)
  - b. Complete the EEO form via Interview Exchange, indicating and submitting all candidates interviewed, top candidate(s), consensus summary, and the reference check notes
9. The completed EEO form will be reviewed for approval by the EO Officer, then Employee Services
  - a. Effectively immediately, EEO approvals will no longer include Vice Presidents and President Maloney
10. Employee Services will make an offer to the top candidate and contact the hiring manager if references need to be checked for the alternate candidate.