The following is intended to serve as a guide when conducting a faculty search. Actual steps may differ slightly between a given area/college.

Visit the Faculty Recruitment ToolKit at hrs.wsu.edu/fac-recruit for more info and resources.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Who is Typically Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 1: PREPARE</strong></td>
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<tr>
<td>☐ Discuss with Appointing Authority (AA) or designee, such as the dept. Chair, needs of position, salary, how many finalists to recommend, expected search completion etc.</td>
<td>SC</td>
</tr>
<tr>
<td>☐ Draft/update position details and share suggestions with AA and/or designee, draft evaluation tools, draft search timeline including application deadline, and draft ads</td>
<td>SC, SCM</td>
</tr>
<tr>
<td>☐ Resources at hrs.wsu.edu/fac-recruit</td>
<td></td>
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<tr>
<td>☐ Schedule Kick-off meeting with SDL and search committee for briefing on recruitment practices and outreach strategy</td>
<td>SS</td>
</tr>
<tr>
<td><strong>Phase 2: OUTREACH &amp; RECRUIT</strong></td>
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<tr>
<td>☐ Finalize position details, evaluation tools, application materials required, and finalize ads (Kick-off meeting)</td>
<td>SDL, SC, SCM</td>
</tr>
<tr>
<td>☐ Develop recruitment and outreach strategy; review underutilized data (Kick-off meeting)</td>
<td>SDL, SC, SCM</td>
</tr>
<tr>
<td>☐ Resources at hrs.wsu.edu/fac-recruit+outreach</td>
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<tr>
<td>☐ Review possible network contacts to invite to apply (Kick-off meeting)</td>
<td>SDL, SC, SCM</td>
</tr>
<tr>
<td>☐ Submit job vacancy in WSUJobs (OPDRS) after PTERS approval is received (if applicable); create guest user account</td>
<td>SS</td>
</tr>
<tr>
<td>☐ Resources at hrs.wsu.edu/fac-recruit</td>
<td></td>
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<tr>
<td>☐ Place advertisements after approval received from HRS and IP (teaching tenure/tenure-track) via WSUJobs (OPDRS)</td>
<td>SS</td>
</tr>
<tr>
<td>☐ Monitor applicant pool; direct inquires to SC or HRS as appropriate</td>
<td>SS</td>
</tr>
<tr>
<td>☐ SDL reviews search to ensure recruitment plan was followed; communicates with SC and Dean (if appropriate) any concerns.</td>
<td>SDL</td>
</tr>
<tr>
<td><strong>Phase 3: EVALUATE &amp; INTERVIEW</strong></td>
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<tr>
<td>☐ Review and evaluate application materials (after screening begin date) on an individual basis</td>
<td>SC, SCM</td>
</tr>
<tr>
<td>☐ Vet applicant pool and select pre-screen candidates</td>
<td>SC, SCM, SS</td>
</tr>
<tr>
<td>☐ Develop pre-screen and interview questions</td>
<td>SC, SCM, SS</td>
</tr>
<tr>
<td>☐ Resources at hrs.wsu.edu/fac-recruit</td>
<td></td>
</tr>
<tr>
<td>☐ Set-up and conduct pre-screen telephone/videoconference interviews</td>
<td>SC, SCM, SS</td>
</tr>
</tbody>
</table>
Select top candidates from pre-screen to invite for on-campus interviews and develop agenda.  
- ☑ SC  
- ☑ SCM

Invite candidates and arrange on-campus interviews; send info to candidates on community, campus, benefits etc.  
- ☑ SC  
- ☑ SS

Conduct on-campus interviews and select finalist(s)  
- ☑ SC  
- ☑ SCM

Determine “Not Selected” reasons for all candidates except finalist(s) for updating WSUJobs (OPDRS) by SS.  
- ☑ SC  
- ☑ SCM

Update WSUJobs (OPDRS) to indicate which candidates were pre-screened and interviewed; and “Not Selected” reasons  
- ☑ SS

Collect pre-screen and interview notes from search committee for records retention  
- ☑ SS

**Phase 4: DEEP DIVE & HIRE**

Advise finalist(s) reference checks will be conducted and background checks (if applicable)  
- ☑ SC

Collect 3 letters of reference if not previously received (tenure/tenure-track)  
- ☑ SC

Conduct reference checks on finalist(s)  
- ☑ SC  
- ☑ SCM

Resources at hrs.wsu.edu/fac-recruit  
- ☑ SC  
- ☑ SCM

Update status of finalist(s) in WSUJobs (OPDRS) to “Finalist – Background Check Requested” (if applicable)  
- ☑ SS

Info at hrs.wsu.edu/recruit-bgc

Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or her/his designee  
- ☑ SC  
- ☑ SCM

Verbal offer made upon approval from AA. **NOTE: All tenure/tenure track offers require Provost approval**  
- Varies by area/college. Verify process with AA, SDL, or Area Finance Officer.

If candidate negotiates additional terms, seek approval from AA and Provost Office if necessary.  
- Varies by area/college. Verify process with AA, SDL, or Area Finance Officer.

Offer letter drafted and sent to Provost Office for signature (tenure/tenure track); HRS can review (non-tenure track)  
- Varies by area/college. Verify process with AA, SDL, or Area Finance Officer.

Templates at hrs.wsu.edu/letters

Offer letter mailed to finalist candidate.  
- Varies by area/college. Verify process with AA, SDL, or Area Finance Officer.

Upon receipt of signed offer letter, copies sent to “CCs”  
- Varies by area/college. Verify process with AA, SDL, or Area Finance Officer.

**Phase 5: WRAP-UP & ONBOARDING**

Provide verbal or written declines to pre-screen/interviewed candidates  
- ☑ SC

Prepare and send written notices of position closure to remaining candidates  
- ☑ SC  
- ☑ SS

Update WSUJobs (OPDRS) to indicate “Selected” candidate.  
- ☑ SS

Input “Not Selected” reasons for other finalist(s) if applicable  
- ☑ SS

Ensure search records are kept in accordance with WSU’s records retention policy.  
- ☑ SS

Info at hrs.wsu.edu/Utils/File.aspx?fileid=6789