

## Faculty Recruitment Checklist

**Key:** Sr Diversity Liaison=SDL, Search Chair=SC, Search Committee Members=SCM, Search Support=SS

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](http://hrs.wsu.edu/fac+recruit) for more info and resources.

Action Item	Who is Typically Involved			
<b>Phase 1: PREPARE</b>				
<input type="checkbox"/> 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.		<input checked="" type="checkbox"/> SC		
<input type="checkbox"/> Draft/update position details and share suggestions with AA and/or designee, draft evaluation tools, draft search timeline including application deadline, and draft ads <input type="checkbox"/> Resources at <a href="http://hrs.wsu.edu/fac+recruit">hrs.wsu.edu/fac+recruit</a>		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Schedule <i>Kick-off meeting</i> with SDL and search committee for briefing on recruitment practices and outreach strategy				<input checked="" type="checkbox"/> SS
<b>Phase 2: OUTREACH &amp; RECRUIT</b>				
<input type="checkbox"/> Finalize position details, evaluation tools, application materials required , and finalize ads ( <i>Kick-off meeting</i> )	<input checked="" type="checkbox"/> SDL	<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Develop recruitment and outreach strategy; <a href="#">review underutilized data</a> ( <i>Kick-off meeting</i> ) <input type="checkbox"/> Resources at <a href="http://hrs.wsu.edu/fac+recruit+outreach">hrs.wsu.edu/fac+recruit+outreach</a>	<input checked="" type="checkbox"/> SDL	<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Review possible network contacts to invite to apply ( <i>Kick-off meeting</i> )	<input checked="" type="checkbox"/> SDL	<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Submit job vacancy in <a href="#">WSUJobs</a> (OPDRS) after PTERS approval is received (if applicable); create guest user account <input type="checkbox"/> Resources at <a href="http://hrs.wsu.edu/fac+recruit">hrs.wsu.edu/fac+recruit</a>				<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Place advertisements after approval received from HRS and IP (teaching tenure/tenure-track) via <a href="#">WSUJobs</a> (OPDRS)				<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Monitor applicant pool; direct inquires to SC or HRS as appropriate				<input checked="" type="checkbox"/> SS
<input type="checkbox"/> SDL reviews search to ensure recruitment plan was followed; communicates with SC and Dean (if appropriate) any concerns.	<input checked="" type="checkbox"/> SDL			
<b>Phase 3: EVALUATE &amp; INTERVIEW</b>				
<input type="checkbox"/> Review and evaluate application materials (after screening begin date) on an individual basis		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Vet applicant pool and select pre-screen candidates <input type="checkbox"/> Develop pre-screen and interview questions <input type="checkbox"/> Resources at <a href="http://hrs.wsu.edu/fac+recruit">hrs.wsu.edu/fac+recruit</a>		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Set-up and conduct pre-screen telephone/videoconference interviews		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input checked="" type="checkbox"/> SS

# Washington State University

## Human Resource Services

<input type="checkbox"/> Select top candidates from pre-screen to invite for on-campus interviews and develop agenda.		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Invite candidates and arrange on-campus interviews; send info to candidates on community, campus, benefits etc.		<input checked="" type="checkbox"/> SC		<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Conduct on-campus interviews and select finalist(s)		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Determine "Not Selected" reasons for all candidates except finalist(s) for updating <a href="#">WSUJobs</a> (OPDRS) by SS.		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Update <a href="#">WSUJobs</a> (OPDRS) to indicate which candidates were pre-screened and interviewed; and "Not Selected" reasons				<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Collect pre-screen and interview notes from search committee for records retention				<input checked="" type="checkbox"/> SS
<b>Phase 4: DEEP DIVE &amp; HIRE</b>				
<input type="checkbox"/> Advise finalist(s) reference checks will be conducted and background checks (if applicable)		<input checked="" type="checkbox"/> SC		
<input type="checkbox"/> Collect 3 letters of reference if not previously received (tenure/tenure-track)				
<input type="checkbox"/> Conduct reference checks on finalist(s) <input type="checkbox"/> Resources at <a href="https://hrs.wsu.edu/fac+recruit">hrs.wsu.edu/fac+recruit</a>		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Update status of finalist(s) in <a href="#">WSUJobs</a> (OPDRS) to "Finalist – Background Check Requested" (if applicable) <input type="checkbox"/> Info at <a href="https://hrs.wsu.edu/recruit+bgc">hrs.wsu.edu/recruit+bgc</a>				<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or her/his designee		<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	
<input type="checkbox"/> Verbal offer made upon approval from AA. <b>NOTE: All tenure/tenure track offers require Provost approval</b> <input type="checkbox"/> 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.			
<input type="checkbox"/> Offer letter drafted and sent to Provost Office for signature (tenure/tenure track); HRS can review (non-tenure track) <input type="checkbox"/> Templates at <a href="https://hrs.wsu.edu/letters">hrs.wsu.edu/letters</a>	Varies by area/college. Verify process with AA, SDL, or Area Finance Officer.			
<input type="checkbox"/> Offer letter mailed to finalist candidate. <input type="checkbox"/> Upon receipt of signed offer letter, copies sent to "CCs"	Varies by area/college. Verify process with AA, SDL, or Area Finance Officer.			
<b>Phase 5: WRAP-UP &amp; ONBOARDING</b>				
<input type="checkbox"/> Provide verbal or written declines to pre-screen/interviewed candidates		<input checked="" type="checkbox"/> SC		
<input type="checkbox"/> Prepare and send written notices of position closure to remaining candidates				<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Update <a href="#">WSUJobs</a> (OPDRS) to indicate "Selected" candidate. <input type="checkbox"/> Input "Not Selected" reasons for other finalist(s) if applicable				<input checked="" type="checkbox"/> SS
<input type="checkbox"/> Ensure search records are kept in accordance with WSU's records retention policy. <input type="checkbox"/> Info at <a href="https://hrs.wsu.edu/Utils/File.aspx?fileid=6789">hrs.wsu.edu/Utils/File.aspx?fileid=6789</a>				<input checked="" type="checkbox"/> SS