

Hiring Process Overview

START

1.

PROPOSE A POSITION

2.

SELECT THE SEARCH COMMITTEE

3.

INFORM & EDUCATE SEARCH COMMITTEE

4.

CRAFT POSITION ANNOUNCEMENT

8.

IDENTIFY THE BEST CANDIDATES

7.

REVIEW THE APPLICANTS

6.

POST & RECRUIT

5.

CREATE A RECRUITMENT PLAN

9.

CREATE AN INTERVIEW GUIDE

10.

CREATE A COMMUNICATION TEMPLATE

11.

CONDUCT INTERVIEWS

12.

IDENTIFY THE TOP FINALISTS

16.

THANK THE COMMITTEE

15.

SELECT THE FINAL CANDIDATE & FOLLOW UP

14.

HOST A CAMPUS VISIT

13.

PREPARE FOR A CAMPUS VISIT

17.

ASSESS THE PROCESS

18.

GET FEEDBACK FROM THE NEW HIRE

END

