CHECKLIST FOR FILLING AN EXEMPT STAFF JOB

Colorado College is committed to the recruitment and retention of a diverse and talented workforce who will be engaged in fulfilling the mission of the college. This checklist is intended to be a guide for supervisors and search committee chairs to conduct an efficient and effective search. Detailed information about the recruitment process is contained in the Human Resources Procedure Manual. The Employment Manager (EM) provides leadership and guidance throughout the search and assists supervisors and search chairs with all aspects of the process.

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by Hiring Supervisor

* Contact EM - discuss vacant job - update job description.
* Submit Staff Personnel Action Form (SPAF) and job description, to appropriate Cabinet Member. Forward approved SPAF to HR Director.
* Discuss recruitment plan with EM.
* Select and confirm search committee members and search assistant.
* Receive confirmation of email sent by EM to Minority Concerns and Women’s Concerns Committee staff co-chairs requesting representation on committee.
* Receive log in instructions to People Admin from EM.
* Discuss details of employment offer for finalist with EM.
* Following receipt of final report from search chair, include details regarding start date, salary and moving allowances, if applicable, and forward to appropriate Cabinet Member, HR Director and EM.
* Contact finalist to offer employment contingent on criminal background check.
* Contact EM regarding acceptance of employment offer.
* Contact finalists that were interviewed but not hired.

Completed by Search Committee Chair and Search Assistant

* Work with EM to develop applicant screening tool and evaluate applicants.
* Schedule first search committee meeting. Develop agenda to include discussion of job description, candidate requirements, timelines, and committee responsibilities.
* Schedule second search committee meeting to finalize selection of candidates for phone interviews. Identify dates for phone interviews.
* Update applicant status in People Admin for those not considered for phone interviews.
* Conduct phone interviews.
* Develop schedule with search committee for on-campus interviews.
* Prepare itinerary for campus interviews. Contact finalists regarding visits.
* Confirm travel and lodging for campus visits.
* Communicate to college community regarding onsite interviews and open forums as applicable.
* Update applicant status in People Admin for interviewed applicants not considered for campus visits.
* Conduct finalist interviews.
* Have finalists complete the background check authorization form during campus visits. Forward completed forms to EM.
* Request feedback and recommendations regarding finalists from committee members and individuals who attended open forums.
* Contact minimum of two professional references of finalist. Forward references to EM.
* Receive EEO reports from EM. Attach to hiring recommendation.
* Prepare and email hiring recommendation to hiring supervisor.
* Send all interview notes and documentation to EM.

For assistance, contact Teri Stebbins, Employment Manager – 389-6236

Human Resources Office: 389-6421

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