

RECRUITMENT TITLE: _____

CAMPUS: _____

COMMITTEE CHAIR: _____

Recruitment Timeline Planning Worksheet

WHO	ACTION	TIMELINE	MY DUE DATE
Manager	Have College President/Vice Chancellor bring forth request to begin recruitment at the next EMT meeting. Once approved by EMT, then faculty and WVMCEA classified positions are posted for 10-business day lateral transfer.	1-2 weeks	
Manager/Chair	Establish committee by requesting appointments from Classified and/or Academic Senates Complete committee form, obtain signatures & send to HR	2 weeks	
Manager/Chair	Have committee complete EEO refresher training (if required) and sign confidentiality forms		
Chair	Schedule Search Committee meeting. <ul style="list-style-type: none"> ○ Review timeline & job announcement including desired qualifications and supplemental questions. ○ Determine & submit for approval the screening criteria & interview questions. 	1 week	
Chair	Submit completed job announcement forward for final approval by College, if applicable, and HR.	1-2 days	
HR	<i>HR posts position for 3 weeks. Can be extended if needed.</i>	3 weeks	
HR	<i>HR receives applications and reviews for minimum qualifications. Applications are released to Committee.</i>	2-4 days	
Chair	Facilitate with your committee to complete application review Determine cut-off for first-level interview invitations Search Chair submits recommendation to HR	1 week	
Chair	Once HR approves, Chair schedules first-level interviews. <ul style="list-style-type: none"> ○ Allow 5 day-notice for in-town; 10 day-notice for out-of-town. 	1-2 weeks	
Committee	Conduct first-level Interviews. Search committee meets & makes recommendations for second level interviews. Submit to HR for approval.	2-3 days	
Chair	Once HR approves, Chair schedules second-level interviews	1-2 weeks	
Committee	Conduct second level (finalist) interviews		
Manager/Chair	Complete reference checks on finalist(s)	1-3 days	
Manager/Chair	Submit reference checks and recommend-for-hire finalist name to HR Collect all recruitment paperwork and submit to HR		

HR	<i>HR prepares offer and HR offers position to finalist</i>	1-5 days	
HR	<i>HR places new appointment on next available Board of Trustees agenda:</i> _____ <i>(BOARD MTG DATE). Date determined as follows:</i> ❖ <i>Refer to Recruitment Board Due Dates-Deadlines calendar.</i> ❖ <i>Offer must be made approx 3 weeks before Board meeting.</i> ❖ <i>Start date is always on Monday following the Board meeting approval.</i>	3 wks	
COMPLETED			