



Recruitment Plan

DATE	ACTION
	<p>Before the Search</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain approval to recruit from appropriate hiring official.
	<p>Search Committee Charge Meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> This first meeting is designed to walk search committee members through the hiring process and their role in that process. <ul style="list-style-type: none"> • This charge should be conducted before or while the position is posted so that valuable time is not wasted once the position close date or application review date has passed. • This meeting is usually conducting by the hiring official and the committee chairperson. <input type="checkbox"/> It is useful to develop a search timeline at this meeting. Other topics might include: number of positions to be filled; rank, curricular coverage, and specialties sought; and criterion on which applicants will be evaluated.
	<p>Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> All individuals involved in the search, administrators (deans, chairs, directors), committee members, and administrative support staff, should complete Faculty Search Committee Training. <ul style="list-style-type: none"> • Training can be completed as soon as committee members are identified.
	<p>Develop the Advertisement/Job Posting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop the position advertisement, keeping in mind that it can be a tool to <i>widen</i> the pool of candidates by eliminating unnecessary qualifications, or broadening the range of teaching and research areas. <ul style="list-style-type: none"> • Required and recommended components of the advertisement are outlined in the Faculty Search Toolkit. <input type="checkbox"/> Determine if the department is underrepresented for women, minorities, or both when measured against disciplinary availability estimates are included in the University's Affirmative Action Plan. <ul style="list-style-type: none"> • Consult the Human Resources, Office of Equal Opportunity & Compliance (EOC) for this information. It is specific to discipline and department.

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	<p>Advertise and Network</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consult appropriate budgetary entities regarding advertising budget. <input type="checkbox"/> Advertise widely and go beyond the traditional methods of identifying applicants. Allow ample time for search and recruitment activities. <input type="checkbox"/> Advertise the position at least 30 days before application deadline. Use rolling deadlines when possible. <input type="checkbox"/> Use electronic job posting services targeted at diverse groups such as minority caucuses in specific disciplines. <input type="checkbox"/> Committee members should network through professional organizations, professional meetings, affinity group, and professional contacts throughout the academy.
	<p>Receive Applications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each department should have an individual who is responsible for document control. <ul style="list-style-type: none"> • This duty is usually delegated to a Department Representative. This person facilitates the dissemination of applications to members of the committee, unless otherwise delegated by the committee chairperson. <input type="checkbox"/> The committee chairperson should serve as the point of contact for all search related questions to ensure consistency of information provided to all applicants. <input type="checkbox"/> Job postings in OMNI HR allow electronic access to applications. If the department opts to review applications electronically in OMNI HR, the committee chairperson, or designee, should contact the assigned HR Recruiter to facilitate electronic access for committee members.
	<p>Review Applicants</p> <ul style="list-style-type: none"> <input type="checkbox"/> Convene the search committee for an intensive applicant review <i>within 1 week</i> of the closing date/application review date. <input type="checkbox"/> Committee members should discuss and agree on rating criterion <i>before</i> reviewing applicants! <input type="checkbox"/> <i>Select and use consistent evaluation tools (rating documents/screening matrices) to review all applicants.</i>

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	<p>Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct preliminary/first round interviews. <input type="checkbox"/> Plan on-campus interviews with the following in mind: <ul style="list-style-type: none"> • A timeline for the day, to be provided to the candidate before the interview; • Assigning duties to committee members (airport pick up, campus tour, etc.); • Key stakeholders should be included in the day, with special attention to the availability of administrators; • Scheduling and inviting the appropriate groups to job talks; • Planning meals and who will attend; • Scheduling time with affinity groups; and • Scheduling time with realtors.
	<p>Identify the Best Qualified Candidate(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The committee convenes a formal meeting to discuss and develop a hiring recommendation(s). <input type="checkbox"/> Conduct reference & credential checks. <input type="checkbox"/> After the final interview has been completed, all assessment materials need to be collected by the committee chairperson. <ul style="list-style-type: none"> • These include candidate evaluation forms from interviewers and any audience evaluations from candidate presentations.
	<p>Make Hiring Recommendation(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> When all information on the candidates has been collected, the committee begins final deliberations and formulates hiring recommendations. <ul style="list-style-type: none"> • Some administrators suggest that at least two or three names be recommended, unranked. Clarify this with the dean, chair, or other hiring authority in advance. <input type="checkbox"/> Take care to follow all legal considerations when making final recommendations.

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	<p data-bbox="394 243 651 275">Make the Job Offer</p> <ul style="list-style-type: none"> <li data-bbox="444 300 1406 365"> <input type="checkbox"/> The Hiring Official (as designated by the Dean or Provost) makes the official job offer to the candidate. <ul style="list-style-type: none"> <li data-bbox="488 394 1349 422"> <ul style="list-style-type: none"> <li data-bbox="488 394 1349 422">• The committee should not make or imply offers to any candidate. <li data-bbox="444 447 1406 512"> <input type="checkbox"/> Candidate completes new hire paperwork once they have verbally accepted the offer. <li data-bbox="444 537 708 564"> <input type="checkbox"/> Background Check: <ul style="list-style-type: none"> <li data-bbox="488 594 1390 659">• When a final candidate has been selected, the department initiates a criminal history background check for their top candidate. <li data-bbox="488 684 1406 749">• For faculty positions, the background check must be completed and all results received before the start of employment. <ul style="list-style-type: none"> <li data-bbox="586 774 1308 840">○ International candidates and candidates that relocated previously will take longer to receive results. <li data-bbox="586 865 1406 972">○ If the department wants to extend a job offer before the faculty member’s background check is complete, the following contingent language must be included in the job offer: <p data-bbox="634 997 1406 1104" style="margin-left: 20px;"><i>“This offer is contingent upon the successful completion and favorable results of a criminal history background check, which must be conducted prior to your start date.”</i></p> <li data-bbox="488 1123 1341 1262">• Certain positions will require a level 2 background check, which involves fingerprinting. This includes any positions dealing with a vulnerable population or with access to secure information (e.g. Ringling, FSUS). <li data-bbox="444 1287 870 1314"> <input type="checkbox"/> Notify Unsuccessful Candidates: <ul style="list-style-type: none"> <li data-bbox="488 1344 1390 1482">• When the offer has been accepted, the results of the background check have been returned, and the hiring process is finalized, the committee chairperson must notify unsuccessful candidates that the search has been concluded and an appointment has been made. <li data-bbox="488 1507 1341 1572">• Do not say who was hired or why. Applicants should be notified within 14 days of the finalization of the search process.

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	<p data-bbox="394 243 639 275">Closing the Search</p> <ul style="list-style-type: none"> <li data-bbox="444 300 1390 365"> <input type="checkbox"/> Welcome your new colleague to the department. Plan first week activities including: <ul style="list-style-type: none"> <li data-bbox="492 394 1360 459">• Making sure the new faculty member’s office is fully equipped and furnished by the first day. <li data-bbox="492 485 1409 550">• Introduce the new faculty member to department faculty and support staff. <li data-bbox="492 575 948 606">• Provide a guided tour of campus. <li data-bbox="492 632 1094 663">• Schedule lunch and include other colleagues. <li data-bbox="492 688 643 720">• Visit HR! <li data-bbox="444 737 1390 802"> <input type="checkbox"/> Under Florida’s Sunshine Law, the hiring department must retain all hiring documents in the department for public record requests. <ul style="list-style-type: none"> <li data-bbox="492 831 1344 896">• Search committee records must be kept for 4 years following the search! <li data-bbox="492 921 1414 1100">• The department must keep complete records, including: all advertisements, postings, lists of nominators and nominees, candidate dossiers, rating sheets, long and short lists, and interview notes. All notes become part of the official record (except for personal notes that were never shared with anyone else). <li data-bbox="444 1125 1390 1224"> <input type="checkbox"/> Search, committee members should give their materials to the committee chairperson and the chairperson should make sure the hiring records are in order. <li data-bbox="444 1249 691 1281"> <input type="checkbox"/> Search Evaluation <ul style="list-style-type: none"> <li data-bbox="492 1310 1414 1449">• Taking a moment to document your search efforts and discuss lessons learned will help you refine practices so you can continue to recruit top faculty in future searches. Consider sharing your analysis with your department chair or other hiring authority.

