FACULTY RECRUITMENT CHECKLIST

Oregon TECH

The following is a guide for conducting faculty recruitments at Oregon Tech. The tasks and duties have been separated according to the five stages of the Oregon Tech recruitment process. Actual stages may differ slightly between departments/divisions. Resources designed to assist relevant parties in completing the activities below can be found on the Recruitment and Human Resources Systems webpages.

Stage 1 – Recruitment Preparation & Approval

☐	Position & Recruitment Costs	Estimate position costs: salary range, OPE, start-up, office space, etc. Identify pay index for position costs, relocation, recruitment, etc.	Department Chair
☐	Timeline	Develop anticipated recruitment timeline with appropriate stakeholders (e.g. search chair).	Department Chair
☐	Position Description (PD)	Create/update PD in HEROES. A PD template is available if PD needs to be developed outside of HEROES. For information about creating/updating PDs in HEROES, go to the Human Resources Systems webpage.	Department Chair
☐	Position Approvals	Submit position for approvals in HEROES. For information on tracking the approval process in HEROES, go to the Human Resources Systems webpage.	Department Chair
☐	Identify Search Committee	Identify potential search committee members (5-7). Strive for balance in gender, race, ethnicity. Consider including stakeholders from different departments.	Department Chair
☐	Recruitment Outreach Strategy	Develop recruitment and outreach strategy. Considering diversity implications. Identify professional associations, listservs, and other external ad sources.	Department Chair
☐	Notice of Vacancy (NOV)	Draft the NOV and job advertisements (ad) for use in external ad sources using the NOV development guidelines and other resources. • NOV templates: simple	graphic	Department Chair

Stage 2 – Recruitment Advertising & Outreach

☐	Create and Submit Posting	Create and submit posting in HEROES using the position's PD. For information on creating the posting and tracking the approval process in HEROES, go to the Human Resources Systems webpage.	Department Chair
☐	Advertisement & Ad Sources	Identify advertising sources in HEROES posting. Attach completed NOV/advertisement to posting.	Department Chair/Director
☐	Ad Cost Approval	Approve external ad sources and costs.	Provost Office / Dean
☐	Post Ad to External Sources	Post the NOV in external advertising sources after posting is approved and posted to https://www.jobs.oit.edu.	Human Resources
☐	Recruitment Outreach	*If applicable*, post a link to the posting on the HEROES applicant site to listservs and send to professional contacts. Send list of recipients to Human Resources.	Department Chair / Search Committee

Stage 3 – Screen Applications & Conduct Interviews

☐	Complete Search Trainings	Work with HR to schedule and complete the HEROES search committee-related system training and Search Committee Best Practices Training.	Search Committee / Search Chair
☐	Review Applications	After the review/close date, review applications in HEROES using the position description, posting, and/or other established criteria/tools. As a committee, discuss all applicant material, develop strengths and weaknesses of top candidates.	Search Committee
☐	Select Phone Interviewees	Select candidates for phone interviews. If required, provide list of candidates to the Department Chair/Director/Dean/Provost for review and approval. **Contact HR with the list of candidates that will be phone interviewed so the Veteran Status report can be reviewed.**	Search Chair / Search Committee
☐	Update Applicant Statuses	Change applicants' statuses in HEROES. Include legally defensible explanations for applicants not advanced in recruitment. For information on updating applicants' statuses in HEROES, go to the Human Resources Systems webpage.	Search Chair
☐	Create Interview Questions	Create questions for the interview(s) using established tools and resources. Questions do not require HR approval. If input is requested, send to oithr@oit.edu.	Search Committee

☐	Phone Interviews	Schedule and conduct phone interviews with selected candidates. Identify strengths and weaknesses of candidates.	Search Committee
☐	Select On-Campus Interviewees	Select candidates for on-campus interviews. If required, provide list of candidates to the Department Chair/Director/Dean/Provost for review and approval.	Search Committee
☐	Update Applicant Statuses	Update interviewed applicants' status in HEROES. Provide legally defensible explanations for candidates not advanced in recruitment. For information on updating applicants' statuses in HEROES, go to the Human Resources Systems webpage.	Search Chair
☐	Prepare for On-Campus interviews	Develop on-campus interview format, schedule, and agenda. Work with associated stakeholders (e.g. Department Chair/Director, VP, etc.) to schedule individual meetings. Ensure a 30 minute meeting with the Benefits Consultant is included. **Contact HR for temporary parking permit for candidates.**	Search Chair
☐	Schedule On-Campus Interviews	Invite selected candidates for on-campus interviews and coordinate travel arrangements, interview itineraries, and other details. Obtain permission from candidate(s) to share resume/CV with campus.	Search Chair
☐	On-Campus Interviews	Conduct interviews. Identify strengths and weaknesses of candidates. Gather input from stakeholders using established tools and resources.	Search Committee
☐	Update Applicant Statuses	Update interviewed applicants' statuses in HEROES. Include legally defensible explanations for applicants not advanced in recruitment. For information on updating applicants' statuses in HEROES, go to the Human Resources Systems webpage.	Search Chair

Stage 4 – Reference Checks & Hire Recommendation

☐	Reference Check Preparation	Notify candidate(s) of your intention to contact references.	Search Chair
☐	Conduct Reference Checks	Contact references, ideally the supervisor and other managers, using established tools & resources. Recommendation: contact 3 or more references for each finalist.	Search Chair
☐	Candidate Evaluation	Send strengths, weaknesses, and potential contributions to Dean and Provost for review. A template for this documentation is located on the Recruitment webpage under Stage 3.	Search Chair
☐	Recommend for Hire	Change the final candidate's status to "Recommend for Hire" in HEROES. For information on recommending a candidate for hire in HEROES, go to the Human Resources Systems webpage.	Search Chair
☐	Collect Committee Materials	Collect all committee materials used/created in the evaluation of candidates. Send to HR (Snell 111 or oithr@oit.edu).	Search Chair
☐	Hiring Proposal	Review the recommendation for hire in HEROES. Create and submit hiring proposal for approval.	Department Chair
☐	Negotiate Compensation	Negotiate compensation with selected finalist **after** HR has completed its reviewed of the of the search and hiring proposal.	Dean/Department Chair
☐	Finalize Hiring Proposal	Update hiring proposal with approved salary, start date, etc. in HEROES.	Human Resources
☐	Create Offer Letter	Prepare formal offer letter and route for approvals.	Provost Office

Stage 5 – Hire & Onboard

☐	Send Offer Letter	Send official offer letter to new hire.	Provost Office
☐	Background Check	Order background check. *Employment is contingent upon a successfully completed background check.*	Human Resources
☐	Onboarding	Provide onboarding resources to new hire and Department Chair/Director.	Human Resources

Recommended

☐	Contact Unselected Interviewees	Call candidates who received on-campus interviews but were not selected, thank them for their interest, and encourage them to apply to future opportunities.	Dean