

PSES FACULTY RECRUITMENT CHECKLIST

Position Title: _____ Location: _____ Search Chair: _____

Date or ✓:

- _____ Notify PSES Management Assistant of intent to hire
(*If position becoming vacant because employee is resigning, send copy of resignation letter. Will need PCN number, budget number, & start up costs (indicate CoA contribution & PSES contribution) to complete Position Authorization Form(PAF)
- _____ Develop/Revise Job Vacancy Announcement. Need to determine position closing date.
- _____ PAF completed by PSES Management Assistant and given to Dept. Head for approval
- _____ Approved PAF and ROJD sent to Linda Odenborg (Ag Admin)
*While waiting for PAF approval: Management Asst. prepares Hirepak Report of Recruitment(ROR) = first form of hirepak to be completed (ROR must be accompanied by: ROJD/VA; Ranking Form(s); Screening Form(s); Interview Questions; List of Search Committee; Copy of Approved PAF. Determine in what journals, newsletters, etc. the position will be advertised. Know the journal/newsletter deadlines.
[Timeline for PAF/ROJD approval 2 – 4 weeks](#)
- _____ PAF/ROJD approval received from Linda Odenborg
- _____ Submit ROR to Kay Maurin for approval
[Timeline for ROR approval 1 - 2 weeks](#)
- _____ Receive approval from Sylva Staab/Kay Maurin to recruit
- _____ Advertise: PSES Web site; U of Idaho Register; other _____
All ads should indicate application materials are sent to PSES Management Assistant.
Management Assistant checks application materials rec'd for completeness as documents arrive and maintain a record of materials received/materials lacking on cover sheet/checklist which

is attached to the front of each packet.

Management Assistant sends email to each applicant to confirm receipt of materials with Affirmative Action form attached. (Indicate in message that AA form is to be sent directly to: sylvas@uidaho.edu) In emails, request additional materials if necessary.

While position is open, Search Committee Chair schedules first meeting of the Search Committee. As application packets are completed, copies for Search Committee members are made. Applicants are given a seven day “grace period” to get all required documents to PSES. On day eight, completed application packets are mailed/FedEx’d to the Search Committee. Included with the application packets, are: the Vacancy Announcement; Ranking form(s); Screening form(s); and Interview Questions. Committee members are to individually rank and screen applicants before the first committee meeting. At the first committee meeting, the committee as a whole discusses ranking/screening scores and determines which candidates are qualified, will be considered for interviews.

The Search Committee MUST meet no later than ten (10) days after receiving the application packets.

By the time of the first meeting, members of the committee will have completed their individual rankings/screenings of the applicants and will be prepared to discuss applicants.

Three (2) days after the Search Committee meets, the Search Committee Chair will submit a written report to the Department Head. This report includes recommendations from the Search Committee on

applicants to be interviewed (must provide justification), candidates not to be interviewed (must provide justification), and any candidates who might be placed in the “maybe pool” (provide justification).

Before adjourning the search committee meeting, the committee must determine the topic of the candidates’ Extension/Teaching seminars. This information is given to the Management Assistant
AT THE SAME TIME AS THE REPORT OF THE COMMITTEE IS SUBMITTED.

Depending on the Department Head’s recommendation, the Management Assistant will prepare the next form of the hirepak, the Report of Selection.

The completed Report of Selection, a copy of the committee report to the Department Head and any additional correspondence from the Department Head, are submitted to Kay Maurin for approval.

Timeline for approval to interview, five to ten days

Approval to interview from Sylva Staab/Kay Maurin received

Applicants contacted to: 1) determine if they are still interested in position; general availability for interview (e.g., will you be available any time in the month of _____? Can you give me dates when you absolutely could NOT interview?)

With dates given by candidates, Management Assistant gets together w/ the Dean's Administrative Assistant to determine possible dates for Dean and Directors interviews w/ candidates.

While waiting for confirmation of interview dates w/ Dean and Directors, candidate application packets are copied (three copies) and given to the Dean's Administrative Assistant (Jeannie Romans). Once interview dates w/ D&D are confirmed, the Management Assistant begins to make travel arrangements.

"Customized" interview protocol are sent to candidates. Also, included: info on travel expenses, UI/PSES procedure for being reimbursed for rental car, etc.

Management Assistant schedules candidate research and extension/teaching seminars with ITS.

Seven to ten days before candidate seminars, Office Assistant sends email announcement of research and extension/teaching seminars.

After candidate interviews are completed:

Department Head sends email to PSES faculty requesting input on candidates.

Within 5 business days of completion of candidate interviews, Search Committee meets to determine how to proceed. (i.e., make decisions about candidates: decide to which candidate an offer will be made; were all candidates unacceptable, etc.). Search Committee Chair submits a written report to Department Head within two days of committee meeting. Written report must include committees' assets and liabilities of candidates, justification of pros and cons, and committee recommendations.

Department Head meets w/ Search Committee Chair and it is determined: if any of the candidates should be considered for the position; whether to make an offer; etc.

If a candidate is identified as acceptable for the position:

Management Assistant prepares Selection Report and submits to Kay Maurin.

_____ Approval to offer received from Sylva Staab/Kay Maurin.

_____ Letter of Offer Reviewed by Dean's Office _____ Approval Rec'd (include at bottom of letter: PCN number and job number)

_____ Two Letters of Offer sent to candidate _____ Returned w/signature _____

_____ Copy of Signed Offer sent to: Provost; Dean; Associate Deans; Directors; Ag Administrative Services (Linda Odenborg; Purchasing; and HRS. Copy of letter of offer to Linda O., attach CV, cover letter, etc. (i.e., copy of application packet)

_____ Regret Letters to Finalists

_____ To PSES Budget Specialist or Financial Tech.: Job Title #; PCN #; SSN#; Budget #(s); Salary/Wage for EPAF

_____ Email announcement of hire to all College of Ag. Info to Marlene Fritz and PSES Web Specialist for newsletter/web.

_____ To Search Committee: Please save and return to Management Assistant **ALL** applicant/candidate materials, documents, etc. ASAP after completion of the recruitment process.

_____ To Staff: Create an In-Office Personnel File for Lektreiver. *File Order, right side of file, top to bottom:*

Application/Resume/Vita; Signed Letter of Offer; Reference Letters (if applicable) plus any "X'd" information above. *On left side of file – stapled with rough edge on the interior:* Copy of activity checklist; Position Authorization. Label: Name, Position, Hire Date. Send appropriate new employee information, e.g. staff directory, PSES policy/procedures, Faculty by division list.

_____ To Staff: Affirmative Action folder filed in Lektreiver AA drawer.