



Hiring Checklist for Faculty Positions

Initiation of Posting

- Authorization to Begin Recruitment is created in Dean's Office via www.jobs.svsu.edu and is submitted to the Vice President for Academic Affairs for approval. Prior to creating the Authorization, the Department/Search Committee Chair must provide the following to the Dean's Office:
 - Job Summary
 - Minimum and Preferred Qualifications
 - List of requested publications for advertisement
 - Requested Guest User Password for committee members to utilize to view applications (must be at least 6 characters)
- Position is routed electronically
- ECS will e-mail position announcement to faculty and staff when received.
- ECS will place ad in appropriate approved publications/websites.

Screening of Application Materials/Interviewing Process/Checking References

- Review application materials online at www.jobs.svsu.edu (Faculty Profile, Cover Letter, Vitae).
- Change Applicant Statuses appropriately to ensure that applicants receive the appropriate statuses for documentation purposes and so that applicants are responded to in a timely manner. Please see Steps for Search Committee Chairs for complete procedures. The system will automatically e-mail applicants regret letters depending on the status you chose.
- Interview candidates – Ask only job-related questions and be consistent with each interview. Refer to **What NOT To Ask Applicants** : http://www.svsu.edu/ecs/pdf/ecs_forms_questions_not_to_ask.pdf
 - Compile a list of prepared questions based on the competencies required for the position. Ask these same questions to all applicants. Applicants must be treated consistently. **See: Focused Interview Questions** attachment for a list of suggested questions broken down by individual competency.
 - Each interviewer must complete and sign a **Faculty Candidate Evaluation Form**: http://www.svsu.edu/ecs/pdf/ecs_forms_candidate_eval_form.pdf ,for each candidate interviewed.
 - It is recommended that references are conducted on any candidates being considered. Please refer to: **Targeted Reference Check Form & Do's & Don'ts of Reference Checking** document.
 - After the Search Committee has come to a hiring decision on the chosen candidate, the Search Committee Chair must complete an **Interview Summary Form**: http://www.svsu.edu/ecs/pdf/ecs_forms_interviewsumsht.pdf , indicating: names and titles of all individuals that were part of the interviewing process; names of all candidates interviewed; type of interview(s) conducted; and reason for choosing selected candidate.
 - Search Committee/Chair make recommendation to Dean

Offer/Completion of Hiring Process

- Verbal offer to selected candidate **contingent upon acceptable results of a background check.**
- Background Check – Candidate must complete and sign the Pre-Employment Certification/Release Form: http://www.svsu.edu/ecs/pdf/ecs_forms_pre-employment_release.pdf and fax to ECS at 989-964-7066. Average turnaround time is 5 days. **Candidate must not physically report to work prior to conformation of completed background check by ECS.**

- Complete HR Action Form for the selected candidate including start date, salary, correct title, account number, etc. Gather appropriate signature(s) and forward to ECS. **This form initiates payroll for the chosen candidate.**
- Faculty Contract
- Change the status off each applicant in jobs.svsu.edu to the appropriate status. **All applicants must be responded to either by auto e-mail or by personal contact from the hiring manager before the position can be closed.**
- Return the following forms to ECS
 - Candidate Evaluation Forms (http://www.svsu.edu/ecs/pdf/ecs_forms_candidate_eval_form.pdf)
 - Interview Summary Sheet, summarizing the hiring decision
http://www.svsu.edu/ecs/pdf/ecs_forms_interviewsumsht.pdf
- Direct the new employee to begin the new hire paperwork, and view the orientation schedule at: http://www.svsu.edu/ecs/benefits/index.cfm?doc_id=4395 New employee will need to sign up for a benefits orientation session with ECS at 964-7100 .

For questions regarding the Hiring Process, please contact Jodi Hutchinson at x4112 or jhutch@svsu.edu .