

Managing a Search - Step by Step

#	Task	Description	Collaborators
1	Review and Approve Recruitment materials	HR will share a Google Doc Search Folder with draft documents. Review and make any necessary changes within the google doc. confirm and approve the materials with HR	HR, Search Chair, Hiring Manager
2	Posting of Job Announcement/Advertising	HR will post recruitment materials on WOU Website and external websites listed in the Authorization to Fill form	HR
3	Search Committee Completes Training	Search Committee must complete and send a signed Secure Document Sharing System Confidentiality Agreement (SDSSC) to HR in order receive the link and password to view applications	Search Chair, HR
4	Search Committee Gains Access to Applications	Human Resources will send a link and passcode to view applications to the Search Committee Chair upon receipt of the SDSSC Agreement	Search Chair, HR
5	Hiring Manager meets with Search Committee to discuss:	<ul style="list-style-type: none"> ● Position Description & Job Announcement ● Timelines for (review, interview) ● Additional advertising ideas (Tenure-track faculty position must be listed in one “national publication”) ● Confidentiality/Attendance at meetings and interviews ● Develop meeting schedule ● Discuss the Final Search Report requirements ● Search Chair should review: <ul style="list-style-type: none"> ● Veterans Preference guide <ul style="list-style-type: none"> ■ Applicants who submit necessary veterans paperwork will be listed as “VP-candidate #” ■ Veterans’ preference is only awarded when the veteran meets minimum qualifications and special qualifications. Only the qualifications, skills, and attributes as listed in the job posting, may be used for screening a veterans’ preference applicant when determining who to interview. ■ A veterans’ preference candidate has the right to ask for an explanation for not being selected and this includes not getting an interview. 	Hiring Manager, Search Committee
6	Search Committee Reviews Applications	<ul style="list-style-type: none"> ● Create an evaluation matrix to screen application materials (using criteria in job announcement). This will be submitted in the final search report. ● Create interview questions - All candidates should be asked the same questions. ● Internet or social networking sites should <u>not</u> be used to gain information about any applicant 	Search Committee

	<ul style="list-style-type: none"> All contact information will be redacted from the application documents for applicant confidentiality and to avoid bias. 	
<p>7 Search Committee Chooses Interviewees</p>	<p>Search Committee emails employment@wou.edu to request contact information for interviewees by providing the candidate identifier # from the secure portal.</p> <ul style="list-style-type: none"> Any application materials that are sent directly to the search committee from the candidates should be forwarded to employment@wou.edu immediately without reviewing the documents. If a candidate contacts you directly, you may only discuss the position details and duties and not “fit”. Qualifications should not be discussed. It is best practice to forward candidate correspondence regarding the application process and qualifications to HR. 	<p>Search Committee Chair, HR -TAC</p>
<p>8 Interviews and Candidate Selection</p>	<p>Search Committee interviews candidates, communicating with Human Resources at every milestone: <i>Reviewing, Interviewing, Deliberation, Reference Checks, Verbal Offer</i></p> <ul style="list-style-type: none"> Design an interview plan/schedule for zoom and in-person interviews. The HR Contact is the Benefits Manager. Please reach out directly in order to schedule a meeting with the candidate. Contact applicants for zoom and campus interviews. Coordinate with HR any accommodation needs during the interview process. The Search Chair will work in collaboration with Accounting & Business services in order to make travel arrangements adhering to department budget limits (See Department Recruitment Cost Processing for detailed instructions) Schedule all persons, groups, locations, to be involved in the interview process Spend equal amounts of time with each candidate. (E.g. you may not video interview some candidates and bring others to campus for the same stage interview. Each candidate must be given the same considerations) Adhere to all Affirmative Action / EEO guidelines <ul style="list-style-type: none"> o <i>Interview notes from committee members should be on 8 ½ x11 – no post-its or spiral bound pages please)</i> 	<p>Search Committee</p>
<p>9 Final Recommendation and Reference Check</p>	<p>Search Committee sends the Hiring Manager and HR employment@wou.edu an emailed official recommendation on finalists</p> <ul style="list-style-type: none"> Committee meets to evaluate candidates on qualifications, strengths/experiences Document all decisions, comparing credentials 	<p>Search Committee Chair</p>

		<p>and qualifications of the excluded candidates to the finalist(s)</p> <ul style="list-style-type: none"> • Make hiring recommendation(s) to hiring manager and cc HR • REFERENCE CHECKS: Hiring Manager or Search Committee Chair will need to request reference information directly from the finalists. HR no longer requires candidates to submit them in their initial application. • Hiring manager determines details of hire (salary, start date, etc.). If the salary you wish to offer is higher than your budgeted salary, you must provide justification to the VP/ Dean/HR Executive Director prior to submitting an Employment Authorization form. 	
10	Verbal Offer	Hiring Manager verbally offers the job to the finalist	Hiring Manager
11	Successful Hiring	Hiring Manager communicates verbal acceptance to HR and requests a background check . (Skip to #14)	Hiring Manager
12	Unsuccessful Hiring	Hiring Manager informs HR-TAC that the offer was denied and conducts another verbal offer to the next finalist. If there are no viable candidates for the position, please contact HR-TAC.	Hiring Manager
13	Final Search Committee Report & Rejection notices	Search Committee submits the Final Search Committee Report via email to employment@wou.edu or via hard-copy to Human Resources. The Search Committee Chair sends rejection notices to candidates that were interviewed. Sample Rejection Notice	Search Committee Chair
14	Pre-Employment Checks	Human Resources will process a Background and Educational Check (upon request); Human Resources will notify the Hiring Manager when complete and clear.	Search Committee Chair
15	Employment Authorization	Hiring Manager submits Employment Authorization to paydocuments@wou.edu to officially request approval of hire upon the completion of the background check.	Hiring Manager
16	Offer Letter	Human Resources drafts the offer letter when notified that an Employment Authorization is approved. HR will work with the Hiring Manager to ensure offer letter is accurate	Human Resources
17	Employee Paperwork	Human Resources sends Offer Letter and New Hire Paperwork to candidate	Human Resources
18	Completion of Paperwork	Employees must complete all new hire paperwork within 3 days of hire due to I9 requirements. It is essential for Hiring Managers to ensure this is completed.	New Hire
19	Arrival Notice	Human Resources sends Arrival Notice to initiate email and other access; new employee may also obtain an ID card with Human Resources	Human Resources
20	Onboarding	Employee and Supervisor review and complete Onboarding Checklists (Employee Supervisor)	New Hire and their Supervisor

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HR [FORMS PAGE](#): New or Prospective Employee /Recruitment & Onboarding

WOU [Job Postings](#): View Search Progress | Document Revised: February 5, 2034