New Search Process Steps

Step	Role	Resources

1. Initiate New Search process to fill vacancy through initial meeting:
  a. Review process, steps, compliance requirement, implicit bias, best practices for interviewing
  b. Review position description for vacant position.
  c. Create a recruitment and interview plan.
  d. Determine required applicant documents.
  e. Determine interviewers.
    i. At least one interviewer (in addition to hiring authority) involved in finalist interviews (can be the HR Professional)
	Hiring Authority & HR Professional	Initial Meeting Form
		
		Types of Search webpage
		
		Search type comparison chart
		
		Interviewing Best Practices
		
		Recruitment resources
		
		OEO training on diversity and inclusion in the search process

2. Create or modify a position description in TMS (if necessary)	HR Professional	How to create/modify a position description

3. Route position description
  a. If creating a new position, send to HR CCA for review
  b. If modifying a pd and changes do not impact classification, use HR Professional user group to modify pd and approve
  c. If modifying a pd and changes do impact classification, move pd forward to HR CCA for review
	HR Professional	HR Professional user guide
		
		Guidance/matrix for modifications- substantive changes (see page 3)
		
		How to write an effective position description

4. Classification (if needed) a. Review position for classification and approve	HR CCA	
5. Create and submit posting a. Indicate using the New Search Process	HR Professional	How to create an AP posting guide

b. Approve all roles: Initiator, Hiring Authority, EOC c. Add interviewers under search committee members d. Attach applicant screening form that the Hiring Authority will use to assess minimally qualified applicants (do not need to attach min qual screening form)		Posting [language](#) and [formatting](#) [Sample screening forms](#)
6. Post position: full consideration date is 7 calendar days from posting (open until filled) a. Default open until filled	HR Talent Acquisition/OEO	
7. Recruit and advertise	Hiring Authority, HR Professional/Admin and Colleagues	[Recruitment Resources](#)
8. Applications submitted	Job Seeker	[How to reactivate an application](#)
9. Conduct minimum qualification screening and assess the pool of applicants to be considered by the Hiring Authority for interview (can start before the full consideration date). a. Review application materials for minimum qualifications (can use supplemental question functionality as a tool) b. Conduct first round of screening/interviews based on minimum/preferred qualifications using core set of questions for each applicant c. Determine strength of the pool and if necessary to repost or bolster recruitment i. Use EOC Report in TMS as one tool to determine assess diversity of pool	HR Professional * * Assessment and first round of interviews can be conducted by the HR Professional, and/or the Hiring Authority	[How to view aggregate voluntary demographics for applicant pools](#)
10. Share minimally qualified applicants with the Hiring Authority	HR Professional	

11. Assess minimally qualified applicants using approved screening form to identify those moving forward to finalist interviews; save assessment doc	Hiring Authority	

12. Implement interview plan:
    a. Establish core job-related interview questions
    b. Schedule finalist interviews
    c. Coordinate with interviewers
        i. At least one interviewer (in addition to hiring authority) involved in finalist interviews (can be the HR Professional)
	Hiring Authority and HR Professional	Interviewing Best Practices
		
		Behavior-Related Interview Question Generator

13. Conduct interviews, document candidate responses to questions, and save documentation (number of interviewers determined by position- at least one)	Hiring Authority, Interviewers and HR Professional	Interviewing Best Practices
14. Identify top candidate(s)	Hiring Authority	Interviewing Best Practices
15. Conduct reference checks (after notifying top candidate(s))	Hiring Authority and/or HR Professional	Sample reference check questions

16. Update all workflow states for all applicants and candidates with rationale:
    a. Top candidate moved to "Recommend for Hire-OEO"
    b. Other candidates interviewed but not selected moved to "Open Pool-Finalist Interviewed, Not Selected" and indicate when they dropped out
    c. Other applicants reviewed but not selected moved to "Application Reviewed-Not Selected"
	HR Professional	How to move applicants guide (see page 48)

17. Review request to hire and ensure all applicants/candidates are moved to appropriate workflow state	HR Talent Acquisition/OEO	

18. Coordinate with HR to determine pay rate within posted range and make verbal offer. Can send offer letter with background check contingency.	Hiring Authority	
19. Offer accepted/declined	Top candidate	
20. Hiring proposal: create hiring proposal in TMS, upload offer letter and submit background check request	HR Professional	
21. Initiate background check via HireRight; move hiring proposal forward when completed	HR Records	
22. Approve hiring proposal	HR Records	
23. Notify not selected applicants of status	Hiring Authority or HR Professional	Regret letter language
24. Ensure all search file materials collected and archived for a minimum of 3 years	Hiring Authority and HR Professional	
25. Conduct onboarding	Hiring Authority and HR Professional	
26. Periodic review of search files, providing feedback to HR Manager and Professional	HR Talent Acquisition/OEO	