

# THE LIBRARY FACULTY RECRUITMENT AND HIRING PROCESS 10/07

	HROE Process Step	Team Leader/Selection Team Process Step	Administration Process Step – Faculty positions only	Reference Documents	Standards and Measures
<b>1</b>	(Position vacancy occurs.)	TEAM LEADER determines the need for a position and funding is available.		<a href="#">Overview of Appointed Recruitment Process</a> <i>Needs updating with best practices, cycle time and TAT.</i>	
<b>2</b>	Provides support for competency-based position description (PD) development.	<p>TEAM LEADER builds or refines position description (PD) and posting.</p> <p>TEAM LEADER clearly describes the current/future responsibilities using competency descriptions associated with key position requirements.</p> <p>TEAM LEADER understands and prioritizes preferred qualifications in the PD.</p> <p>TEAM LEADER develops supplemental questions for inclusion in posting.</p> <p>TEAM LEADER submits position description to Cabinet for approval.</p>	<p>CABINET reviews and approves position description (PD).</p> <p>Administration sends recruitment approval request to Provost.</p>	<p>Review and update position description at Z:/Teams/Shared/POSDE SC/your team's folder and classification (if available)</p> <p>OR draft a position description using <a href="#">Position Description Template</a></p> <p>OR at Z:/Teams/Shared/POSDESC/PDTemplate.doc.</p> <p>Save this position description at Z:/Teams/Shared/POSDE SC/your team's folder/classification.</p> <p><a href="#">Competency Description Tutorial</a></p> <p><a href="#">Cabinet Recruitment Agenda Form</a></p> <p><i>Add Provost Submittal Form</i></p>	
<b>3</b>		<p>TEAM LEADER completes and sends Recruitment Request Form as an e-mail attachment to hendricksong@u.library.arizona.edu for appointed positions.</p> <p>Attaches the PD document to the email.</p>	PROVOST approves faculty recruitment.	<p><a href="#">Recruitment Request Form</a></p> <p><a href="#">Appointed Recruitment Process Checklist</a></p>	

4	Reviews and edits PD and supplemental questions with Team Leader.	TEAM LEADER forms selection team. Limits the number of members on a search team to 3-4 plus the Associate Dean.	SGA and LFA provide one (1) member each to Selection Committee. MROC provides member(s) for interview only.	<a href="#">Selection Team Composition Guidelines</a>	
5	Determines expected duration and milestones of posting process. Decides recruitment/advertising strategy and sets closing and/or review date(s). If continuing eligible, advertises internally.	TEAM LEADER recommends strategy for recruitment and suggests start and end dates for recruitment.		<a href="#">UA Advertising Guide</a>  <b>Add list of usual advertising sites</b>	
6	Posts position/advertises.	Develops meeting schedule. Establishes selection team membership as cross-functional team duty.		<b>Add suggested duration schedules</b>	
7	Trains Selection Team.	Receives Selection Team Training: <ul style="list-style-type: none"> <li>• Clarifies SGA/LFA/MROC role</li> <li>• Trains on Behavioral Interviewing</li> <li>• Designs evidence-based methods of evaluating competencies.</li> <li>• Reviews expected search process documentation.</li> <li>• Reviews and receives training with CareerTrack access tutorial, if needed.</li> </ul>		<a href="#">Appointed Position Search Team Training Packet</a> <b>Add SGA/LFA/MROC role clarification</b> <a href="#">Affirmative Action Statistics 070106.</a> <b>Needs updating</b> <a href="#">Search &amp; Selection Process Documentation Checklist</a> <b>Update appointed version</b> <a href="#">Search Process Tracking Logs</a> (12/06) UA CareerTrack <a href="#">Guest User Training Guide</a>	
8	As received, screens application materials for minimum qualifications as received.  Monitors pool diversity	Develops criteria matrix, including matrix weights and submits to HROE.		<a href="#">Blank Criteria Matrix Form – By Criteria</a>  Alternate Blank Criteria Matrix Form - <a href="#">By</a>	

	before close or first review date.			<a href="#">Individual.</a>	
<b>9</b>	Reviews and approves criteria matrix.				
<b>10</b>	<p>Close or first review date is passed.</p> <p>Summarizes AA/EEO Statistics on pool &amp; provides application diversity summary info to search team.</p> <p>Provides Guest User access code to selection team.</p> <p>Notifies applicants who didn't meet minimums.</p>	<p>TEAM LEADER determines if pool size and diversity are sufficient. If not, works with Associate Dean on further recruitment strategy.</p> <p>Accesses applicant material via UA CareerTrack. Uses CareerTrack access tutorial if needed.</p>		<p>UA CareerTrack <a href="#">Guest User Training Guide</a></p>	
<b>11</b>		<p>Reviews applicant material against criteria matrix. Sends completed matrices and documentation regarding first cuts to HROE.</p> <p>With committee, TEAM LEADER determines if pool requires the use of phone interview to further reduce size of interview candidate pool. Schedules interviews.</p>			
<b>12</b>	Reviews first cut materials from search team.	Develops phone and on-site interview and reference questions, presentation topic, and plans who the candidates meets with during interviews.		<a href="#">Writing behaviorally-based interview questions in the Appointed Position Training Packet</a>	
<b>13</b>		<p>Conducts phone interviews.</p> <p>Reviews and selects candidates for on-site interviews.</p> <p>Notifies HROE of who is interviewing via phone and/or on-site.</p>			
<b>14</b>	Sends interviewee list to P&CS for rank	Coordinates meeting times for interviewees.	LFA: creates and maintains a guide to continuing status. Clarify the "40 hour work	<a href="#">Sample Invitation letter and Itinerary in the Overview of Recruitment</a>	

	recommendations.	Sends applicants interview letter and information packet including <i>Joining the Libraries</i> . <b>Proposed: Notifies remaining applicants with regret letter.</b>	week”, exempt status, and expectations for scholarship and service within the P&CS process.	<u>Process</u> “ <u>Joining the Libraries and The Center for Creative Photography</u> ” Need Faculty version	
15		Conducts interviews: <ul style="list-style-type: none"> <li>• By phone</li> <li>• In person</li> <li>• Reviews Joining the Library packet during the interview.</li> <li>• Invites other library members to interviews/ presentations.</li> <li>• Notifies MROC to provide member(s) for interview.</li> <li>• Notifies on-site interviewees of expected duration of remaining process.</li> </ul>	P&CS COMMITTEE ranks interviewees.	Add MROC questions into selection team interview. Review JTL using “ <u>Talking Points</u> ” outline <u>Candidate Feedback Forms</u>	
16		Collects feedback after interviews and presentations.			
17		Deliberates on candidate selection for reference checks. Conducts reference checks.			
18		Decides on top candidate by consensus. Completes tracking logs and turns in all selection team materials to HROE.	ASSOCIATE DEAN participates in consensus as member of faculty selection team. ASSOCIATE DEAN sets salary and rank for offer.	<u>Search &amp; Selection Process Documentation Checklist Update appointed version</u> <u>Search Process Tracking Logs</u>	
19	Reviews materials from search team.	TEAM LEADER makes verbal offer and negotiates.			
20	Debriefs with search team and Assoc. Dean. Conducts candidate credential and	Debriefs process with HROE.	Debriefs process with HROE.	<u>UA Policy on Pre-Employment Screening</u>  Add Debriefing questions..	

	background checks.				
<b>21</b>	Prepares offer letter/hiring form for Dean's & Vice Provost's approval.		ASSOCIATE DEAN signs offer letter and forwards to Provost for approval.	<a href="#">Letter of Offer Templates</a>	
<b>22</b>	Mails approved offer letter packet.				
<b>23</b>	Receives signed offer letter. Coordinates with new hire regarding completion of hiring paperwork.	Confirms start date, initial orientation schedule and relocation support.		<a href="#">Library Relocation Policy (06-27-07)</a> <a href="#">UA Relocation Resources</a> <a href="#">Above &amp; Beyond Relocation Services</a>	
<b>24</b>	Completes and submits hiring paperwork.			<a href="#">Hiring Forms</a>	
<b>25</b>	Notifies non-selected candidates.	Completes Recruitment Survey and returns to HROE.		<a href="#">Recruitment Survey</a> <i>Needs updating</i>	Notify unsuccessful applicants with regret letter.
<b>26</b>	Files search materials.	Provides new employee orientation.		<a href="#">New Employee Orientation</a>	