The Overview and Checklist of the Recruitment Process is a step-by-step process used by the search committee chair for the searching and hiring of new PSU employees. All forms that are required are included in this Guide. Please adapt these forms to the specific use of the committee. Please use this Overview and Checklist to ensure all steps of the search process are completed.

**STEP 1  
Begin the Search**
- Hiring department obtains permission to begin search from appropriate administrator (president, vice president, dean).
- Contact Equal Opportunity (EO) to inform that a search will take place.
- Hiring department revises position description if necessary.
- Form search committee. The search committee acts as a ‘screening committee’ and not a ‘selection committee’. The final hiring decision lies with the hiring administrator.
- Invite EO to meet with search committee early in the process (must meet before applicant screening begins).
- Determine job related criteria and documents that applicants will submit.
- Create advertisements (internal and external). EO must approve.
- Hiring department formally starts the search process through the Power Grid in the GUS system; creates a recruitment plan by completing and uploading the following documents to the Power Grid:
  - List of Search Committee Members
  - Position Description
  - Advertisement Plan (where ads will be placed, beginning and ending dates)
  - Advertisements (internal and external)
- Once search is approved by the President, place advertisements. EO will post on PSU job web site. Tenure-earning positions must be advertised for a minimum of 30 days; staff and non-tenure earning positions must be posted for a minimum of 14 days.

**STEP 2  
Screen and Recommend for Interview**
- Create Briefcase in Zimbra to share search files with committee members (or you may use any method of sharing appropriate for the size of committee/search).
- Prepare committee evaluation forms and adapt them to the search. Sample forms are included in the Guide. Insert search position title and position qualifications including required and preferred qualifications on all forms. Committee evaluation forms include:
  - Initial Evaluation of Application
  - Telephone Interview Evaluation Form
  - On-Campus Interview Evaluation Form
- Prepare interview questions (phone, reference, in-person) which must be approved by EO. The included Guide for Formulating Interview Questions and Guidelines for Inquiries serve as examples of appropriate questions.
- As applications are received, the chair sends the candidates the Applicant Characteristic Survey link with notification that their application was received. The survey link is sent to the committee chair by the EO after search is approved.
- Screen applications based upon requirements in position description, after first consideration date.
- Send to EO the Screening Committee Initial Summary of All Candidates form.
- Recommend to hiring administrator top candidates for interview (phone and/or in-person).

**STEP 3  
Interview and Recommend Top Candidates**
- Schedule and conduct phone interviews.
- Send to EO the Screening Committee Summary of Telephone Interviews form.
- Schedule and conduct reference calls (conduct reference calls before scheduling on-campus interviews).
- Schedule and conduct on-campus interviews.
- Have each candidate complete the Disclosure and Authorization form while they are on campus. This allows EO to run the background check when a candidate is selected. There are federally required documents that must be given to New York and California candidates.
- Provide to the hiring administrator the top two or three candidates, unranked, using established evaluation forms.
- Send to EO the Screening Committee Summary of On-Campus Interviews form.

**STEP 4  
Close Out the Search**
- After the search has concluded, complete the Unclassified Staff & Faculty Search Record & Applicant Matrix form and sent it to EO electronically.
- Send letters to unsuccessful candidates.
- The hiring administrator is required to keep all documentation on each search for a minimum of three years, after which time the records may be destroyed. If an international individual is hired and does not have permanent resident status, the documentation must be kept for a minimum of five years, after which time the records may be destroyed.