Resource 2-2: **Hiring and Selection Timeline Overview**

During the hiring and selection process, there are many critical steps to consider ensuring you hire the most qualified candidate for your position. Therefore, it is important to invest time in this process and make it a priority. The timeline below outlines the necessary steps to successfully hire a candidate from start to finish.

3-4 Weeks Prior to Posting:

☐ Create/Revise Position Description (PD) for position and seek approval through the Office for Faculty Advancement (Resource 1-1).

2-3 Weeks Prior to Posting:

☐ Select search committee members and chair, as well as create the search committee charge (Resource 2-1).

1-2 Weeks Prior to Posting:

☐ Conduct search committee orientation meeting to determine:
☐ Meeting schedule and milestones
☐ Advertisement and recruitment strategies (Resource 4-1 and Appendix 3-1)
☐ Established selection criteria for candidates
☐ Preferred qualifications for candidates
☐ Documents required from candidates
☐ Determine on-campus interview agenda and how candidate feedback will be collected
☐ Ensure search committee members have completed Unconscious Bias Faculty Search Committee training.

Day of Posting:

☐ Ensure quicklink for posting is included on all advertisements and distribute to committee members. Use the quicklink to direct all interested applicants to submit an application via UK Jobs/IES system

During Initial Stage of Search:

☐ Review applicant materials after published review date to determine qualifications for candidacy.
☐ Create a set of agreed-upon interview questions for the search committee (Resource 6-5).
☐ Determine top candidates to receive first-round interviews and call to schedule.
☐ Conduct first-round interviews, and determine top candidates to bring in for second-round/on-campus interviews.
☐ Contact top candidates to schedule second-round interviews.

☐ Contact each candidate who completed a first-round interview, but who were not selected to move forward in the process, and update them on the status of the search (Resource 6-11).
☐ Create evaluation tool(s) for search committee to review applicant credentials.

During Second Stage of Search:

☐ Create on-campus interview agenda, and share with applicable parties.
☐ Conduct second-round/on-campus interviews.
☐ Collect evaluations for each candidate from all applicable parties on the selection criteria and preferred qualifications.

During Final Stage of Search:

☐ Reassemble search committee to discuss candidates as they align to the selection criteria and reach consensus for top candidates to move forward.
☐ Review evaluation data from key stakeholders and provide a summary.
☐ Confirm that all reference checks have been completed.
☐ Search committee chair conveys top candidates to unit administrator.
☐ Unit administrator seeks approval for hire from dean.
☐ Extend job offer to top candidate.
☐ Create formal offer letter and ensure approval through dean's office (Resource 9-1).
☐ After candidate accepts offer, initiate pre-employment screening on new hire.
☐ Contact candidates who completed on-campus interviews but were not selected for the position (Resource 6-11).
☐ Ensure disposition reasons are entered into IES for remaining candidates. This triggers an email notification to all applicants that the position has been filled.
☐ Unit administrator should collaborate with dean to ensure that all stakeholders are aware of the new faculty hire.

Prior to Faculty Member's First Day of Employment:

☐ Prepare and coordinate the following:
- Complete new hire paperwork (e.g., I-9, Link Blue)
- Confirm desk/work area
- Access to all necessary systems/area
- Provide link to faculty resources (e.g., handbooks, websites)