Successful Faculty Search Checklist

Department: Completed By:

Position & Requisition #:

Date Completed	Task	Responsibility*
	Applicant Tracking System: Is there a person trained to work in Kenexa? Do the appropriate people have access to the applicant tracking system *Kenexa?*	Department Admin
	Print *Attachment A* from Operating Policy 32.16 to use in conjunction with this list.	Department Admin
	Position Description: Review and update job description for vacant position.	Department/Search Chair
	Search Committee: If a search committee will be used, appoint chair and establish committee. Has the chair attended the required search chair training?	Department
	Search Firm: If a search firm is used, coordinate with Human Resources to ensure hiring processes are followed and relevant applicant data is collected.	Department Admin/Search Chair
	Post Position: Submit requisition in *Kenexa* for job to be posted to the Texas Tech careers site. Paul Ruiz must be included with the Hiring Team on all faculty job postings.	Department/Search Committee/Human Resources
	External Advertising: Place external advertisements as directed from the EO/Diversity office.	Department/Search Committee/Human Resources
	Hiring Matrix: Create Hiring Matrix to evaluate candidates based on qualifications. Select top candidates from matrix to move forward in interviewing process.	Department/Search Committee
	Advertise the position. The Division of Diversity has required avenues as well as suggested placements.	Department Admin/Search Chair
	Plan for the Interview: Develop a set of position-specific interview questions to be used for all applicants.	Search Chair/Committee
	Department Interviews: Conduct interviews and document responses on **Interview Feedback Form** in *Kenexa.* Verify veteran interviewing preferences.	Search Chair/Committee

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	Interview Status: Update HR Status on all interviewed applicants to 'Interview Complete' in *Kenexa.*	Search Chair/Committee
	Hiring Matrix: Update Hiring Matrix with all applicants evaluated, with a designation of which candidate(s) the committee would like to bring to campus for interviews and upload to the requisition in *Kenexa.*	Department Admin
	Faculty Addendum: Complete the faculty addendum in Kenexa and route for approval to the Diversity/EO office to obtain pool certification.	Department Admin & EO/Diversity Office
	Unofficial Offer: The Dean of the college will send an unofficial offer letter, outside Kenexa, to chosen candidate. **Print** *Attachment E* from OP 32.16.	Department/Search Committee
	Gather information: Gather all required information listed on attachment E to send to the Provost Office for Official Offer letter.	Department Admin
	Prepare Offer: Update the candidate status to "Prepare Offer" and complete the Offer Outline form and route for approval.	Department Admin
	Offer Outline: Create 'Offer Outline' and route for approval in *Kenexa*. Department should provide What to Expect handout to candidate.	Department Admin
	Offer Letter: The Provost Office will create the Official offer letter in *Kenexa* and post to candidate portal. The Department should communicate with candidate about the electronic offer acceptance and the background check processes.	Provost Office/ Department Admin
	Background Check: The background check will be completed once the candidate responds to the verification email. The department will be notified once the background check is complete.	System Generated
	Department Notification: The department will receive a confirmation e-mail once the background check is complete.	System Generated
	Final Candidate Form: Add **Final Candidate Form** in *Kenexa.* Update HR status to 'Ready to Hire'.	Department Admin
	Provide Additional Information: Department should contact the candidate to let them know to expect an email to access the electronic on-boarding system to complete the new hire paperwork.	Department Admin

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	New Hire Paperwork: Complete I9 and E-Verify process and attach it and the e-mail received on a clear background to the ePaf and submit.	Department Admin
	Remaining Applicants: Disposition all remaining candidates in the pool by adding a disposition form and selecting the appropriate reason.	Department Admin
	Hire Documentation: Add all supporting documentation for the hire to the requisition. (Hiring Manager and/or Search Committee interview forms/questions, notes, and evaluation instruments)	Department Admin
	Close Job Posting: Contact Talent Acquisition to close job posting.	Department Admin/Human Resources

updated 08/01/2019

It is the responsibility of the departmental hiring authority to designate the person who will be trained and accountable for the process.