Stage 1 | Search Plan and Advertising

- Search plan is prepared
  - Advertisement wording
  - Advertisement plan
  - Selection process (selection criteria and selection plan)
  - Interview questions long-short list*
  - Interview questions short list*

Stage 2 | Initial Applicant Review

After the IRD, department analyst marks candidates meeting basic qualifications as defined in the search plan

Committee reviews the applicant pool and marks candidates for serious consideration (long-short list)

Committee may write memo to the Dean with justification for the long-short list, explain any deviations from the search plan

Stage 3 | Long-short list interviews (remote interviews)

Committee conducts remote interviews - retain all interview notes and evaluation rubrics for inclusion in the search report.

Committee writes memo to the Dean with justification for the short list, explain any deviations from the search plan

Dept. analyst updates candidate’s status in UC Recruit. Candidates not moving forward are deselected and dispositioned.

Stage 4 | Short List Interviews (on campus)

On campus interviews
Committee retains all interview notes for inclusion in the search report

Committee writes the search plan summary (SPS). Include justification for the selected candidate and overview of the selection process noting any deviations from the search plan

Stage 5 | Approval of Selected Candidate

After soft offer is accepted the committee prepares the search report and completes the SPS if not yet done

If the soft offer is declined, an offer may be made to the next acceptable candidate (if any).

Notes

* not a formal part of the search plan but interview questions should be vetted by the analyst as they will be part of the search report

† In the College of Creative Studies: 1. Dean 2. EODP 3. AP analyst 4. AP director

†† Interview notes for personal use are not uploaded unless used as a basis for a hiring decision.