

Search Timeline

Pre-search      Department Creates Job Description and submits request to hire form to ISS Admin  
                          AVP reviews  
                          Job Description sent to HR for preliminary review  
                          Final Job Description created

Initiate Search    Job entered in PageUP then wait about one week for approval before it gets posted

Sourcing            Job posted minimum 3 weeks (option to leave open longer or indefinitely)

AVP/HR Review	1+ weeks	<input type="checkbox"/> Submit Job Description and Hire Request form to ISS Admin for Business Office and AVP approval
		<input type="checkbox"/> Final Edits and preliminary HR review before job is posted
Search Approval	Up to 1 week	<input type="checkbox"/> Search Coordinator Enters in PageUP <input type="checkbox"/> HR approval to post position (may take up to 1 week)
Sourcing	3+ weeks	Job posted on HR site, applications received
		<input type="checkbox"/> Review applications and complete candidate matrix
Initial Review	1 week	<input type="checkbox"/> Within 1 week of job closing, search committee meets to finalize candidate matrix and select candidates to interview <input type="checkbox"/> Search Coordinator enters matrix and submits request to interview
Interview Approval	usually within one day	<input type="checkbox"/> OIE approval to interview (may take a few days)
1 <sup>st</sup> Round Interviews	1-2 days across one week	<input type="checkbox"/> initial interviews (all candidates same medium)
Review		<input type="checkbox"/> Search committee selects candidates for second round interviews and adds notes for post-interview evaluations to matrix <input type="checkbox"/> Candidates contacted for 2 <sup>nd</sup> round
2 <sup>nd</sup> Round Interviews	1 week	<input type="checkbox"/> Longer interviews with committee <input type="checkbox"/> Other meetings or presentations as needed <input type="checkbox"/> individual interviews with department head and AVP (each candidate interviews all on same day if possible)
Final Review		<input type="checkbox"/> Search committee with Department head and AVP select 1 <sup>st</sup> (and 2 <sup>nd</sup> ) choice to make offer
		<input type="checkbox"/> Search Coordinator enters dispositions in PageUp and submits request to hire
Hire Approval	Up to 1 week	<input type="checkbox"/> HR approves Hire Request (can take up to a week)
Reference Check		<input type="checkbox"/> Committee checks references
Offer	Up to 1 week	<input type="checkbox"/> Candidate is contacted and offer is made <input type="checkbox"/> Offer made through PageUP
		<input type="checkbox"/> Candidate must accept offer through PageUP

Start	2-3 weeks	Start dates every other Friday – at least 2 weeks after offer accepted. Check HR site for exact dates.
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