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| --- | --- | --- |
| Task Completed | Task | Responsible Party |
|[ ]  Vacant position must be approved by the President before the search commences. | President |
|[ ]  [Review and update Job Description.](https://www.lcsc.edu/hr/forms/) | Hiring Manager |
|[ ]  Select Search Chair and search committee members. | Hiring Manager/VP or President |
|[ ]  Complete Open Position and [Affirmative Action Packet](https://www.lcsc.edu/hr/hiring-process) or [Recruitment Waiver](https://www.lcsc.edu/hr/hiring-process). | Hiring Manager |
|[ ]  Once the Open Position and Affirmative Action Packet has been approved, HRS will send an email to the Search Chair with login and search process information for [ApplicantPro](https://admin.applicantpro.com/). | Human Resource Services |
|[ ]  Search Committee Chair and Search Committee Members will sign [Search Committee Confidentiality Agreements](https://www.lcsc.edu/media/5344/hr-search-committee-confidentiality-statement-accessible-2322.pdf) and return them to HRS. The Hiring Manager will complete the **Hiring Manager Attestation Form.** | Search Committee & Hiring Manager |
|[ ]  HRS will post all positions on the websites, periodicals, newspapers, etc. listed in the advertising section on the Affirmative Action Form. | Human Resource Services |
|[ ]  HRS representative will attend the first search committee meeting and will cover [lawful hiring practices](https://www.lcsc.edu/media/5400/guidetolawful.pdf).  | Human Resource Services |
|[ ]  HRS will assign applications to the search committee. This includes the applicants that have not submitted their unofficial transcripts, these will be marked in the “status” as “Transcripts not provided” and these candidates CANNOT be interviewed until transcripts are received. HR will automatically reach out to the applicants to receive these and will update the status upon receipt. | Human Resource Services |
|[ ]  **For Classified positions only:** If the candidate is marked as a veteran by the score next to their name, the candidate MUST receive an interview | Search Committee |
|[ ]  Search Committee will [develop a set of position-specific interview questions with assistance from HRS (if needed) and the Hiring Manager](https://www.lcsc.edu/media/5338/sample-interview-questions.docx). | Search Committee |
|[ ]  Using a rating sheet, review and select top applicants (preferably 3-5) for the initial screening interview. | Search Committee |
|[ ]  Search Committee to notify HRS to give ApplicantPro access to Hiring Manager. Search Chair and Hiring Manager meet to discuss applicants. (Hiring Manager Attestation Form must be signed). | Search Chair / Hiring Manager |
|[ ]  Search chair will update the status of each applicant in ApplicantPro as the search progresses (ex. 1st Interview Completed, Withdrawn, Not Selected, etc.). | Search Chair |
|[ ]  Search chair will notify HRS of non-selected applicants so they can be notified by HRS via ApplicantPro. | Human Resource Services |
|[ ]  The Search Committee will conduct initial screening interviews using virtual methods. Prior to conducting the initial screening interview, the search committee must remind the candidate what the salary range is for the position and ensure the candidate is still interested in the position.  | Search Committee |
|[ ]  [The Search Committee will conduct reference checks](https://www.lcsc.edu/media/5339/sample-reference-questions.docx). | Search Committee |
|[ ]  The Search Committee Chair will inform the Hiring Manager of top candidates after the screening interviews are completed. | Search Committee Chair |
|[ ]  The Hiring Manager will get approval from Dean/VP/President to invite candidates (up to 3) for on-campus interviews. If the candidate’s travel is international, approval is required from the President. | Search Committee Chair/Hiring Manager |
|[ ]  Schedule interviews and coordinate campus visits (President only needs to meet with VP, Director level, and Faculty positions). Use [MER form](https://www.lcsc.edu/media/3300/mer.pdf) for the candidate’s meal expenses during the interview process. Prior to conducting the final interview, the search committee must remind the candidate what the salary range is for the position and ensure the candidate is still interested in the position. | Search Committee or Designee |
|[ ]  After completion of the interview, provide feedback (strengths and weaknesses) to hiring manager related to the candidates’ ability to perform the job duties. | Search Committee |
|[ ]  Hiring manager sends their recommendation (with salary recommendation and original salary range) to the VP/President for approval of hire. This should include all application materials for applicant. | Hiring Manager |
|[ ]  VP/President makes the final decision regarding hiring in coordination with the Hiring Manager. | VP/President |
|[ ]  Verbal job offer made contingent upon a successful background check. | Hiring Manager or Designee |
|[ ]  Hiring Manager contacts HRS to conduct a criminal background check. HRS will email background information to the candidate via ApplicantPro. | Hiring Manager |
|[ ]  HRS will notify hiring manager of background check results. The offer is finalized and made official after a successful background check is complete.  | Hiring Manager or Designee |
|[ ]  Confirm acceptance in writing with an offer letter. | VP/President/Hiring Manager |
|[ ]  The Search Chair calls candidates who were interviewed but not selected and updates ApplicantPro with the status of each applicant (ex. 2nd Interview Completed, Withdrawn, Not Selected, etc.). | Search Committee Chair |
|[ ]  [Report of Hire](https://www.lcsc.edu/hr/hiring-process) completed and sent to HRS. | Search Committee Chair or Hiring Manager |
|[ ]  HRS will notify the remaining non-selected applicants via ApplicantPro. | HRS |
|[ ]  All search materials from committee members are collected and brought to HR. | Search Committee Chair |
|[ ]  Complete the new employee process found on the [HRS website](https://www.lcsc.edu/hr/new-employee-process-and-forms) | Hiring Manager or Designee |
| \*For additional information regarding Student Affairs search procedures, please [click here](https://www.lcsc.edu/media/5402/recruiting-and-hiring-new-employees-in-student-affairs-sept-22.docx). |
| \*For additional information regarding Academic Affairs search procedures, please [click here](https://www.lcsc.edu/media/10595/academic-affairs-faculty-pre-approval-form.pdf). |