Recruiting Timeline

**Search**
- Meet with HR
- Position is approved and put in people admin
- Kick off/search plan meeting is scheduled for within a week of approval.
- Selection criteria and Rubric are created
- Search members are trained on best practices
- Position is posted in all appropriate sources.

**Evaluation/Selection Activities (2-4 weeks)**
- Candidates are pre-screened with questions and salary expectations.
- Phone/Skype screen is performed by committee or hiring manager
- On campus interviews for finalist
- Keep candidates informed

**Finalist Identification (1 week)**
- Review Options
- Outline case
- Communicate decision of top candidate to VP and HR
- Check References

**Offer process (1-2 weeks)**
- Determine compensation to arrive at verbal offer amount and plan for potential negotiation
- Complete hiring proposal in PeopleAdmin
- HR will reach out to the candidate to extend a verbal offer.
- At point of agreement HR will provide written offer letter to the candidate within 24 hours
- Signed Offer Letter is returned within 5 days

**Onboarding**
- Begins prior to the first day
- Should last longer than the first week
- Incorporate 30,60,90 day reviews
- Introductory Period review
- Keep the conversation going.