# Checklist for Preparing to Post a Position

## RECRUITING NEEDS
- [ ] Confirm Search Committee members.
- [ ] Confirm interview dates and schedules.
- [ ] Meet with Committee members to define the ideal candidate for the position.

## TIMELINE
- [ ] What is your time to fill?
- [ ] Inform everyone of the timeline.
- [ ] Clear time in your schedule.
- [ ] Post the position in a timely manner for the start date.

## DEFINE POSITION
- [ ] Job Addendum form completed - utilize job description as a guideline adding criteria the position requires.
- [ ] Create questions that will help define the ideal candidate pool.
- [ ] Assign points to weigh the questions.
- [ ] Prepare interview questions.
- [ ] Work with the HR Employment Rep to assist in the process and communicate the degree of screening.

## POSTING CRITERIA
- ➡️ A position must be posted for a minimum of 5 business days.
- ➡️ A position should be filled within 60 days from the day it is posted.
- ➡️ When a posting has over 30 candidates, the position will close so that all applicants can be fairly reviewed and dispensed accordingly by the department. If after reviewing current applicants the department needs more viable candidates to review, the position will be reopened at their request.
- ➡️ Applicants need to be dispensed throughout the process:
  - Applicants that are being reviewed for consideration: ‘Application Reviewed – Pending’
  - Applicants that are not viable: ‘Reviewed – Not Selected’ (they are sent an email thanking them for applying, but will not be considered for an interview by the department)
  - Applicants awaiting their interview: ‘Interview Pending’
  - Applicants that have been interviewed: ‘Interview – Decision Pending’