

SEARCH CHAIR'S CHECK LIST FOR HIRING PROCESS
(Unless otherwise noted, all activities are the responsibility of the Search Chair)

- 1) Position becomes vacant (date).
- 2) Discuss with the Director the need for the position to determine whether the position will be refilled as it had been, with major changes, or not at all.
- 3) If the position will be refilled, review position with local staff, advisory committee, and commissioners. (Input to wording of vacancy announcement may be obtained from local level.)
- 4) Establish State Search Committee. Consider minority, female, program specialty. Minimum of three - four individuals for the State Search Committee.
- 5) Provide list of State Search Committee and recommended advertising plan to Assistant Director - Operations.
- 6) Assistant Director - Operations circulates proposed vacancy announcement for additions or corrections to the Director.
- 7) After approval, Assistant Director - Operations, in cooperation with search chair, determines closing and scoring deadlines, and coordinates advertising.
- 8) Assistant Director – Operations obtains permission from OEOD to circulate the vacancy announcement.
- 9) Assistant Director – Operations prints announcement and sends through national network.
- 10) Establish date and time for State Search Committee conference call(s).
- 11) State Search Committee scores candidates and returns scores to the Extension Human Resources Office for tabulation, which will be provided to State Search Committee members.
- 12) Before candidate review conference call, provide State Search Committee with OEOD approved list of reference check questions to be reviewed at the conference call with the opportunity to submit additional questions to the Search Chair. If any additional questions recommended, Search Chair forwards to Assistant Director – Operations to request OEOD approval.
- 13) During the conference call, determine top candidates for reference checking and possible interviews as well as potential interview schedule.
- 14) Conduct telephone reference checks on candidates (members of State Search Committee may assist with reference checking). Based on reference checks, determine final list of candidates to be interviewed.
- 15) Assistant Director - Operations clears process and interviewees with the OEOD.
- 16) Provide State Search Committee with OEOD approved list of interview questions with a deadline to submit recommendation of additional questions. If additional questions are recommended, Search Chair forwards to Assistant Director – Operations to request OEOD approval.
- 17) Call candidates to confirm interview schedule.
- 18) Mail confirmation letter to candidates with travel expense approval form with copy to Assistant Director - Operations.
- 19) Notify State Search Committee and local interview committee of the interview schedule.
- 20) Conduct interviews of candidates:
 - On Campus Interview by State Search Committee
 - Local Interview by County/Area Interview Committee
- 21) Recommend top candidates to Assistant Director – Operations and the Director by identifying the strengths and weaknesses of each. Also identify any unacceptable candidates.
- 22) Director selects applicant to be hired based on recommendations.
- 23) Assistant Director - Operations clears process with OEOD.
- 24) Assistant Director - Operations/Director and Regional Director discuss offer and determine salary.
- 25) Offer position and salary, negotiate date of employment.
- 26) Notify Assistant Director – Operations of acceptance of offer and starting date. Complete Personnel Notice immediately and forward to Assistant Director – Operations.
- 27) Assistant Director – Operations initiates background check request to CSU HR.
- 28) Once an approved background check has been received, Assistant Director - Operations initiates confirmation letter from the Director and moving authorization to new employee.
- 29) Notify other interviewees, and final file documentation.
- 30) Identify mentor with input from the unit administrator/supervisor and notify Assistant Director - Operations.
- 31) Assistant Director - Operations initiates letter to new employee re: mentor.