

Overview of the Recruitment and Selection Process

Completed	Task	Responsible Party(ies)
	Review and update job description for vacant position.	Hiring Supervisor and Human Resource Services (Comp/Class)
	Open the requisition by submitting a signed copy of the Position Description Form and Posting Form.	Hiring Supervisor and Human Resource Services (Comp/Class)
	Employment Consultant will contact Hiring Supervisor to finalize position and create recruitment plan. Position-specific screening questions are written and the position is posted on the Purdue West Lafayette web site for a minimum of five full business days.	Employment Consultant
	Implement a recruitment plan and identify recruitment resources that aid in assuring a strong and diverse applicant pool. Employment Consultant approves all advertising before placement. (Advertising approval may take place multiple times during process.)	Hiring Supervisor and Employment Consultant
	Place all external advertisements.	Hiring Supervisor and Employment Consultant
	Job Seekers apply on-line for position.	Job Seeker
	Develop a set of position specific interview questions to be consistently used when interviewing all potential candidates.	Hiring Supervisor and Employment Consultant
	Employment Consultant reviews resumes for minimum requirements and releases any bona fide resumes to the Hiring Supervisor for consideration any time after the position has been posted a minimum of five full business days. Hiring Supervisor is emailed that resumes are available and is given a user name and password.	Employment Consultant
	Evaluate credentials of all minimally qualified applicants based upon established written job-related criteria.	Hiring Supervisor
	Select top qualified candidates that require additional screening and contact Employment Consultant.	Hiring Supervisor
	Conduct phone/e-mail screenings with top candidates and forward results to the Hiring Supervisor. May be general screening or salary only.	Employment Consultant
	Invite candidates for interview, conduct interviews using job-related interview questions and document candidate responses.	Hiring Supervisor
	Select the top candidate based on established job-related criteria.	Hiring Supervisor
	Verify reference list with top candidate and inform him/her that his/her references will be contacted. Check references and document responses.	Hiring Supervisor
	Contact appropriate Business Office to discuss salary offer.	Hiring Supervisor
	Make an offer.	Hiring Supervisor

	Notify Employment Consultant when an offer has been verbally accepted.	Hiring Supervisor
	Confirm the offer and/or acceptance in writing with a letter.	Hiring Supervisor
	After receiving written notification of the acceptance of the offer, notify unsuccessful interviewees that they were not selected.	Hiring Supervisor
	Remove the vacancy from posting and update tracking system.	Employment Consultant
	Forward a Hiring Completion Form to the hiring manager.	Employment Clerk
	Close the requisition by returning to Human Resource Services all hiring documentation used throughout the hiring process. Below is a checklist of materials to be included in the file. Records will be maintained in Human Resource Services for three years.	Hiring Supervisor
	<p><u>Hiring Documentation Checklist:</u></p> <p>Recruitment Sources</p> <ul style="list-style-type: none"> ○ List of announcements and advertisements – Where and when published ○ Copy of actual announcements and advertisements <p>Hiring Procedures</p> <ul style="list-style-type: none"> ○ Documented job description ○ Waiver/Internal search request, if applicable ○ Credential evaluation criteria ○ Hiring supervisor and search committee interview forms/questions, notes, and evaluation instruments ○ Documentation for not hiring a Reduction-in-Force (RIF) candidate. ○ Reference checks conducted/forms and notes ○ Offer letter and acceptance of offer ○ Documentation of employment offer(s) and rejection(s) ○ Employment contracts, if applicable ⊖ Notification of unsuccessful interviewees ⊖ Completed Hiring Completion Form 	Hiring Supervisor/Employment Consultant

***Please note:** Hiring Supervisor activities may include or be delegated to a search committee.