

## OVERVIEW OF THE SEARCH PROCESS FOR FACULTY AND PROFESSIONAL/ADMINISTRATIVE POSITIONS

The chart below displays the normal sequence involved in the search process for a faculty or professional/administrative position at the University of Minnesota, Crookston. The chart was designed to help administrators and those involved in searches better understand the entire process. It reflects established human resources practices, employment law and University of Minnesota policies. In most cases, the “Hiring authority” listed refers to the academic department head or unit director.

Step	Function/Task	Person Responsible
1	Discuss need for position with appropriate supervisor	Hiring authority
2	Approve proceeding with search process	Vice Chancellor
3	Complete & receive approval of Financial Resource Allocation Authorization Form	Hiring authority
4	Identify search committee chair & members	Hiring authority
5	Prepare job description including minimum qualifications, preferred qualifications, start date & application deadline	Hiring authority (often in consultation with colleagues, search committee members & others)
6	Develop advertising plan & advertising copy	Hiring authority & Director of Human Resources
7	Work with the Office of Academic Affairs to complete University Form 1596	Hiring authority
8	Advertise the position	Director of Human Resources
9	Upon request, provide orientation to search committee	Director of Human Resources
10	Provide consultation assistance to the chairperson & committee throughout the process	Director of Human Resources
11	Actively recruit candidates & collect applications	Search committee
12	Screen applicants & conduct telephone interviews	Search committee
13	Conduct background checks	Search committee
14	Determine finalists for in-person interviews	Search committee
15	Establish interview dates	Search committee in consultation with others involved in interviewing
16	Upon request, arrange travel & lodging arrangements for candidates	Director of Human Resources
17	Conduct interviews	Search committee
18	Provide hiring authority with search results including strengths & weaknesses of candidates interviewed	Search committee
19	Review results of search committee, applicant pool, other information gathered & make selection	Hiring authority
20	Work with the Office of Academic Affairs to complete University Form 1598	Hiring authority
21	Review search process & approve University Form 1598	EEO Officer
22	Make formal written offer to candidate	Hiring authority