Search Process Checklist

This checklist briefly summarizes the major steps involved in the academic search process. It is designed as an aid to the Guidelines and Procedures for Academic Appointments and the Campus Administrative Manual and does not substitute for a careful reading and understanding of the entire manual.

The campus uses an electronic employment system called HireTouch™ for the academic search process. HireTouch allows for the centralized management of information related to employment transactions. “Job Aids” for HireTouch (i.e. instructions for usage) are contained in separate documents located within the system and on our office’s website: https://oae.illinois.edu/.

HireTouch is used to process Hiring Request (HRF) forms, Job Description forms, Search forms, Finalist Notification forms, Summary forms, Appointment Change forms, Search Waiver forms, and Academic Hourly Appointment forms (See Appendix C). The system also serves as a Job Board for posting position vacancies. It is used by candidates to apply for those vacancies by electronically submitting their required applicant documents. It also allows candidates to voluntarily disclose the race and gender information, veteran status, and whether or not the individual has a disability, which the university is required as a Federal contractor to solicit from applicants through the Equal Employment Opportunity form. This data is collected to assess the effectiveness of the university’s affirmative action efforts.

1. Complete Hiring Request Form (HRF)
   - Prepare and submit to Illinois Human Resources for approval through HireTouch
   - The HRF for searches with multiple hires must show authorization for all hires. This multiple-hire authorization can be shown on the initial form or additional forms must be submitted indicating authorization for the additional hires.

2. Complete Job Description
   (Compliance Objective: Uniform Employee Selection Guidelines)
   - For Staff Positions: Submit the Job Description form to Illinois Human Resources for approval through HireTouch
   - For Faculty and Specialized Faculty Positions: Create and maintain job descriptions within the hiring department. (A ‘Job Description Form’ is not required in HireTouch)

3. Complete Search Form
   A Position Announcement from the Job Description
      (Compliance Objective: Uniform Employee Selection Guidelines)
      - Create the position announcement with the 11 required elements (see Chapter 3.3 of the manual) based on Job Description
   B Search Committee
      (Compliance Objectives: Ensuring EEO, Affirmative Action good faith effort)
      - Whenever possible, create a search committee that is diverse by race and gender
      - Select a chair for the search committee that is not the person who will be making the ultimate hiring decision, so the search committee can serve in an advisory role
      - Select a Diversity Advocate who can attend search committee meetings
C  Search Plan and Recruitment Sources  
(Compliance Objectives: Ensuring EEO, Affirmative Action good faith effort)  
☐ Consult with the Diversity Advocate regarding recruitment sources/strategies

D  Route Search Form for approvals

E  Advertising  
(Compliance Objective: Affirmative Action good faith effort, VEVRAA)  
☐ Begin advertising after receipt of Search approval from OAE  
☐ Save copies of all advertisements and upload in HireTouch through the Activity Tab

F  Search Committee Preparation  
(Compliance Objectives: Ensuring EEO, Affirmative Action good faith effort)  
☐ Review Search Process Overview for Search Committee Members and Diversity Advocates Presentation prior to review of any candidate submissions  
- University Policy on Non-Discrimination and Search Guidelines  
☐ Complete DiversityEdu online program

4.  Conduct First Search Committee meeting  
(Compliance Objectives: Ensuring EEO, Affirmative Action good faith effort)  
☐ Introduction of Diversity Advocate  
☐ Committee charge by the hiring official

5.  Develop Evaluation Criteria  
(Compliance Objectives: Ensuring EEO, Uniform Employee Selection Guidelines, Internet Applicant Rule)  
☐ Search committee chair develops criteria for evaluating candidates’ submitted materials  
☐ Upload evaluation criteria into HireTouch via the ‘upload documents’ feature in HireTouch

6.  Review the Diversity of Pool Report (Sent when position is removed from job board)  
(Compliance Objectives: Ensuring EEO, Affirmative Action good faith effort)  
☐ Diversity Advocate, EEO, and Search Chair review diversity of the pool report provided by OAE after the close date

7.  Evaluate Candidates  
(Compliance Objectives: Ensuring EEO, Affirmative Action good faith efforts, Internet Applicant Rule, Uniform Employee Selection Guidelines)  
☐ Review applicant material with written evaluation criteria  
☐ Determine candidates for initial phone screening interviews and/or on-campus finalist interviews

8.  Conduct Phone or other Initial Screening Interviews (optional)

9.  Complete Finalist Notification Form  
(Compliance Objectives: Affirmative Action good faith efforts, Internet Applicant Rule, Uniform Employee Selection Guidelines)
Assign applicant status codes in HireTouch

Attach a copy of the following:
  i. Evaluation criteria and/or candidate worksheets
  ii. Copies of all advertisements and postings (screenshots, printouts, etc)
  iii. Interview questions (both phone and in-person, if applicable)

Review Diversity of Applicant Pool compared to Diversity of Finalist Pool Report sent from OAE (sent after Finalist Notification Form is approved)

10. Conduct On-Campus Interviews and Check References

11. Complete Summary Form for Proposed Academic Appointment.
   (Compliance Objectives: Ensuring EEO, Internet Applicant Rule, Uniform Employee Selection Guidelines)
   - Form includes a written justification explaining the process for evaluating finalists and selecting appointee(s); A specific non-selection reasons is required for all finalists and semi-finalists not receiving an offer
   - Route for approvals
   - Extend informal verbal offer or written offer after EEOO/College approval and Provost second level review as necessary
   - After receiving written acceptance, attach a copy of the offer letter and acceptance under the “Activity” tab in HireTouch
   - Approve the summary form on the “Search Contact” level to route the form to the Office for Access and Equity for final approval

12. Closing the Search
   - Inform other candidates of their status
   - OAE approval is required before the start date of the appointee
   - Process hire through HR Front End (include Search/Appointment Change/Waiver number)