

Hiring Steps Chart– Faculty Searches

Bridgewater State College

HIRING STEP	PEOPLE ADMIN ACTION	OTHER REQUIRED ACTION
<p><u>Determining Applicant Status</u></p> <p>Identify applicants not meeting minimum qualifications.</p>	<ul style="list-style-type: none"> Select "Change Status." Select "No Longer Considered" from drop down box. *This action will remove all applicants that do not meet minimum qualifications. ** Provide reason for non-selection using template reason provided, or select "Other" and use code(s) provided in Faculty Hiring Manual (pp. 17-18). 	<ul style="list-style-type: none"> Email HR (Ruth Molina-Walker) once you have coded applicants determined to be "No Longer Considered." Note: HR will generate a report and send letters ONLY to applicants that are "No Longer Considered." HR will email the Search Chair to verify the information is accurate. **All remaining applicants will not receive a letter until the search is complete and an applicant has accepted the position.
<p><u>Phone Interviews</u></p> <p>Select applicants for telephone interviews and secure approval from the School Dean to conduct phone interviews.</p>	<ul style="list-style-type: none"> Select "Change Status." Select "Phone Interview." Code remaining "active" applicants by changing their status to "Met Minimum Qualifications– No Interview." 	<ul style="list-style-type: none"> Email your School Dean the rationale for <i>inclusion</i> and <i>exclusion</i> of candidates for phone interviews. You may use the code (s) provided in the Faculty Hiring Manual (pp. 17-18). Attach list of telephone interview questions.
<p><u>On-Campus Interviews</u></p> <p>Identify 2-3 qualified candidates and potential "back-up" candidates to be interviewed in person.</p>	<ul style="list-style-type: none"> Select "Change Status." Select "Campus Interview." Applicants not selected for "Campus Interview" remain coded as "Phone Interview." 	<ul style="list-style-type: none"> Email your School Dean the rationale for inclusion and exclusion of candidates for campus interviews. Provide rationale for candidates identified as back-ups.
<p><u>Selection of Pool to Recommend</u></p> <p>Recommend 1-3 unranked finalists.</p>	<ul style="list-style-type: none"> Change status of each campus interviewed candidates to "Finalist." Code all other applicants as "No Longer Considered." Use template reason, or select "Other" and enter code (s) provided in the Faculty Hiring Manual (pp. 17-18).* Submit the requisition to the School Dean. <p>* See Note.</p>	<ul style="list-style-type: none"> Provide the School Dean such additional recommendations as deemed appropriate; along with a grid of strengths and weaknesses for each finalist (see Faculty Hiring Manual, p. 24). <i>Note: Should it become necessary, previously eliminated candidates can be placed back into the active pool.</i>
<p><u>Dean's offer</u></p> <p>(see Faculty Hiring Manual, p. 25).</p>	<ul style="list-style-type: none"> Upon acceptance of an offer of employment, the School Dean codes the chosen finalist as "Recommended Candidate." The School Dean codes remaining finalists as "No Longer Under Consideration," and provides reason for non-selection. The School Dean completes the Appointment Recommendation form for submission to HR for appropriate approvals. 	<ul style="list-style-type: none"> The School Dean notifies HR to close the position in order to circulate the final candidate for approvals. Note: HR will notify all the remaining candidates <u>ONLY</u> after the Appointment Letter has been mailed to the Recommended Candidate.