Recruitment Timeline Planning Worksheet

RECRUITMENT INFORMATION:

Recruitment (Position) Title: _____

Department: _____

Campus/Location: ❑ MC   ❑ WVC   ❑ DISTRICT

Committee Chair: _____

ESTIMATED TIMELINE: *(We recommend that you begin with the Board Meeting date you expect to have the appointment approved at, then work backwards from there to establish your recruitment timeline.)* When completing the timeline below for action items with a date range, please identify the full date range in the *My Due Date or Date Range* column OR identify the date that the action item is expected to be completed by.

WHO	ACTION	ESTIMATED TIME	MY DUE DATE or DATE RANGE
Hiring Manager/Chair	❑ Identify expected Board Meeting Agenda for selected finalist's appointment to be approved on.		**<BOT MTG>**
	❑ Confirm HR submission deadline date to meet this Board Meeting date.		***<HR DUE DT>***
Hiring Manager	❑ Have College President/Vice Chancellor bring forth request to begin recruitment at the next EMT meeting. *Once approved by EMT, then faculty and WVMCEA classified positions are posted for a 10-business day lateral transfer opportunity.*	1-2 weeks	
Hiring Manager/Chair	❑ Establish committee by requesting appointments from Classified and/or Academic Senates ❑ Complete committee form, obtain signatures & send to HR	2 weeks	
Hiring Manager/Chair	Have committee members complete EEO refresher training (if required) and sign confidentiality forms & send to HR		
Chair	❑ Schedule Search Committee Meeting • Review timeline & job announcement, including desired qualifications and supplemental questions. • Develop screening criteria and interview questions & submit them to HR for approval *(applications will not be released to the committee for paper screening until HR has provided approval)*	1 week	
Chair	❑ Submit completed job announcement forward for final approval by College, if applicable, then send to HR for approval.	1-2 days	
HR	*HR posts position for 3 weeks. Can be extended, if needed.*	3 weeks	
HR	*HR reviews submitted applications for minimum qualifications. Applications are released to Committee (if all req'd documents have been rec'd)*	2-4 days	

Chair	❑ Coordinate with your committee to complete application screening. ❑ Determine cut-off for first-level interview invitations Search Chair submits recommendation to HR for approval	1 week	
Chair	❑ Once HR approves, Chair schedules first-level interviews. • Allow 5-day notice for local candidates; 10-day notice for out-of-town candidates.	1-2 weeks	
Committee	❑ Conduct first-level interviews. ❑ Search committee meets to discuss scores and make a recommended cut-off for second-level interviews. ❑ Submit to HR for approval	2-3 days	
Chair	❑ Once HR approves, Chair schedules second-level interviews.	1-2 weeks	
2nd Level Committee	❑ Conduct second-level (finalist) interviews		
Hiring Manager/Chair	❑ Complete reference checks and recommend-for-hire finalist name, submit to HR ❑ Collect all recruitment paperwork and submit it to HR.		
HR	*HR prepares offer details and then (HR) contacts selected finalist to make the offer*	1-5 days	

HR	*HR places new appointment on next available Board of Trustees agenda: _____ (BOARD MTG DATE)*
	
	➢ *Board Meeting Date determined as follows:*
	  ✓ *Refer to Recruitment Board Due Dates-Deadlines calendar.*
	  ✓ *Offer must be made approx. 3 weeks before Board meeting.*
	➢ *Start date is always on Monday following the Board meeting approval.*
		3 weeks	

PROCESS COMPLETED

I agree to complete the recruitment within the timeline identified. If for some reason the committee is unable to meet an action item estimated due date, I will contact Human Resources as soon as possible to discuss the issues and determine if the timeline worksheet needs to be revised.

_____   _____   _____   _____
Committee Chairperson Signature   Date   Hiring Manager Signature   Date

_____   _____
Timeline Approved by HR   Date

Additional Considerations when Establishing your Timeline

- Establish a tentative timeline prior to identifying the other search committee members. Share the estimated timeline with the Senates so that when they send out a request for participation to their constituency, there is a clear expectation of when availability is needed. If someone is unable to make a commitment to the schedule, consider changing committee members versus delaying the recruitment process to wait for them to be available.

- When establishing your interview timeline, check the second-level interview panel's individual calendars to pre-determine the interview date(s) for the finalist interviews. Place a hold on pertinent calendars so that second-level interviews can proceed without interruption to the process. The second-level interview dates can also be shared with the candidates during the first-level interview round as an *expected timeline* if they advance to the next round of interviews, allowing them to take necessary steps with coordinating their schedules in advance.