AP Recruiting Checklist

- Write the position description for Administrative/Professional positions at www.ilstujobs.com/hr
  - Approval e-mail will be sent indicating the position meets University Standards for an Administrative Professional Position
- Sign up for Search Committee Training (438-8311)
- Complete the posting steps (once position description has been approved) at www.ilstujobs.com/hr (“Create Posting: From Position”)
- Set up candidate evaluation form (see Sample Evaluation Form)
- Set up clerical procedures for tracking applications (Committee Chairperson)
  - Solicit any missing materials (tapes, resume attached but formatting is unreadable, etc.)
- Begin Screening applicants (approximately one month after placing ad)
  - Fill out evaluation forms
  - Identify the most qualified candidates
  - Schedule and conduct telephone interviews
  - Check references
- Select the short list of candidates who will be interviewed on campus
  - Available through change of status on the online recruiting system www.ilstujobs.com/hr
    - Unselected candidates will be “not selected” and a reason will be noted in system
  - Complete any request necessary through supervisory channels to acquire recruitment funds
  - Schedule interviews
  - Create comment sheets for participating faculty and staff
  - Review acceptable and unacceptable question list in the Pre-Employment Inquiry Guide
  - Create a question list for candidates
  - Send information packets to candidates (one week before the scheduled interviews)
    - Packets may be requested from Human Resources by calling 438-8311
  - Promote any scheduled public presentations to faculty and staff
- Recommend candidate on online recruiting system (www.ilstujobs.com/hr) to the department chairperson or supervising administrator
  - Change applicant status to “recommend candidate” in system
  - Move unselected candidate(s) to “not selected” and a note a reason in the system
- Send an offer letter to the leading candidate, once the department chairperson or supervising administrator concludes negotiations, and after Human Resources has proofread.
- Send regret letters via the online recruiting system
  - Change status of inactive candidates to “not selected – send email” or “interviewed not selected – send email” as appropriate
- Complete hiring documents
  - Selection Form (on online recruiting system – see under candidate “Begin Selection Form”)
  - VITA Sheet
  - Form I-9
  - Tenure Year Designation form (for faculty positions)
  - Contingency clauses added as comments to Section form (which will also appear on the employment contract)
  - Campus Security Act Conviction Information Request for Background Check (if required)
  - SSA-1945
  - Official transcripts received
- Forward all hiring documents as one package to Human Resources Campus 1300.
- Organize committee documents; discard duplicate or unnecessary materials
- Store Recruitment Committee files in secure area
  - All e-files remain with the posting except e-mail communication that is generated outside of the system