This cheat sheet is intended to assist search committees, department chairs/directors, and support staff during the tenure track faculty search process. You may seek additional help directly from the panel members listed at the bottom of this document.

**Advertise Positions**
- Review the Office of Diversity and Affirmative Action (ODAA) list Where to Place an Advertisement (a list of recruitment resources, including free and inexpensive websites).
- Review Academic Affairs Recruitment Fund Policies and Procedures
- Complete the Request for Advertising form PERS 932 for permission to advertise and if applicable, to receive recruitment funds to help pay for the ad.
- Submit the PERS 932 to Human Resources (HR), Campus Box 1300. Be sure to indicate where you want the ad to be placed.
- Submit an e-mail attachment of the copy ready ad to Loretta Veach.
- Once approved HR will place all ads on the appropriate Illinois State University web page and by request on HigherEdJobs.com and the Chronicle; all other approved ads will be placed by the departments or units.

**Complete Training**
- Sign up with HR for Faculty Search Committee Training.
- Prepare search committee Candidate Evaluation Form.

**Organize the Applications**
- Stamp the date on arrival of each application.
- Solicit any missing materials (references, vitae, etc.).
- Send out acknowledgment letters and Voluntary Information Form (Be sure to include the position number, department and return envelope).

**Screen Applications**
- Eliminate applications that don’t meet the minimum qualifications; place in “hold” file to send regret letter at the completion of the search process.
- Identify the most qualified candidates.
- Create a list of questions which will provide consistency in evaluation.
- Review acceptable and unacceptable question list which can be found at Pre-Employment Inquiry Guide.
- Schedule and conduct telephone interviews.

**Complete Hiring Paperwork:**
- Copy of offer letter
- Completed PERS900
- Affirmative Action Information Search Form
- Vita Form
- Form I-9
- Recommendation for Academic Appointment Form
- Tenure Year Designation Form
- Campus Security Act Conviction Information
- Faculty/Staff Address Information Form
- Statement Covering Your Employment Not Covered by Social Security SSA1945
- Official transcripts conferring terminal degree/highest degree
- Contingency comment added to the employment contract if official transcripts not received
- Request for Moving Expenses Reimbursement Form

**Contact List:**
- Kay Moss - Assistant Provost 438-2158
- Kaye Johnson - Assoc. Dir, HR 438-5506
- Shane McCreery - Dir. Diversity & Affirmative Action 438-3383
- Loretta Veach - HR Assistant 438-5506
- Carol Proff - Admin. Asst., Provost 438-2158
- Kathi Hamilton - Academic Contracts, HR 438-2931
Schedule Campus Interviews

- Review Policies and Procedures for Recruitment Funds; complete the Recruitment Fund Encumbrance Form to receive funds to support the on-campus visits. Submit to Carol Pfoff, Provost Office, Campus Box 4000.
- Schedule interviews and arrange for transportation and lodging.
- Prepare evaluation sheets for those invited to candidate forums.
- Send recruitment packets to candidates one week before the scheduled interviews.
- Obtain packets from HR. Submit e-mail request to Loretta Veach.

Make Offer

- Submit Affirmative Action Search Form to ODAA for approval of leading candidate.
- After receiving approval from ODAA, make offer to candidate.
- Send draft of proposed offer letter containing negotiated terms to Kathi Hamilton in HR for approval.
- Once the department chairperson/director or supervising administrator concludes negotiations, send an offer letter to the leading candidate.
- Send regret letters to finalists and all other applicants.

Submit Bills for Reimbursement

- Submit an Invoice Voucher for each candidate/search committee member requesting reimbursement for expenses incurred during the on-campus searches. All invoice vouchers go to Carol Pfoff, Provost Office, Campus Box 4000.

Organize and Retain Search Documents

- Job description
- Printed and electronic postings of positions notice
- Affirmative Action Search Form (if failed search). If successful search, send original search form to HR.
- Application materials
- Recruitment Committee memos
- Completed reference check form
- Notes or completed forms from phone interviews and on or off campus interviews
- E-mail and other electronic communications with the applicant
- Store Recruitment Committee files in secure area and retain for 5 years following date of appointment
- Destroy unofficial documents