

## REVISED Step-by-Step Search Process Checklist

1. Hiring Official/Search Committee
  - a. Must be completed through PeopleAdmin. Be sure to include the Hiring Authority, Chair, and Committee Appointing Official.
  - b. Be sure to click on e-mail link to notify our office of completion.
  - c. Must be approved before submitting Short List.
  
2. New Recruitment and Advertising Information
  - a. See new information included in packet.
  
3. Short List :
  - a. Must be completed through PeopleAdmin by changing Applicant Status.
  - b. Be sure to click on e-mail link to notify our office of completion.
  - c. **Do not** use “Not Considered” unless the application was not reviewed at all.
  - d. Submit with completed Applicant Log.
  
4. Applicant Log (Found in PeopleAdmin REPORTS - above tabs)
  - a. Print report.
  - b. List minimum qualifications 1-9.
  - c. Indicate how each applicant met them.
  - d. Submit with short list. Can be attached to short list email or faxed to 472-9440.
  
5. Post Hire Details
  - a. Must be completed through PeopleAdmin.
  - b. Submit after offer has been made and accepted and you are closing out the requisition.

Call 472-3417 if you have any questions.