

## QUICK REFERENCE: RECRUITING CHECKLIST

### Step 1: Form Search Committee

- Create Job Description/Criteria
- Create Posting
- Advertise

#### **Remember:**

- *Keep the job criteria relevant and realistic.*
- *Ensure your committee has diverse representation.*
- *Be open to diversity; new ways and new approaches to get the job done.*

### Step 2: Screening Applications

- Screen based on Criteria/ Job Description
- Shortlist applicants
- Set up interviews

#### **Remember:**

- *Screen applications based on pre-determined job criteria to avoid biases, assumptions or stereotyping.*
- *Create a well-rounded itinerary for each candidate.*

### Step 3: Host Candidates

- Interview / Feedback & Analysis

#### **Remember:**

- *Be consistent in the interviews; ask the same questions of each candidate.*
- *The lunch or dinner portion of the candidate's itinerary is an extension of the interview process and should be treated as such.*
- *Gather as much feedback as possible.*

### Step 4: Decision

- Reference check by Chair
- Education verification
- Make an Offer

#### **Remember:**

- *All reference check information and interview notes are kept for **eighteen (18) months**.*
- *Once you have an acceptance, notify all remaining candidates promptly.*

### Step 5: Welcome to BU!

- Onboarding

#### **Remember:**

- *Support the transition for a new faculty member by making them feel welcome!*
- *If you have questions, refer to the Onboarding Guide at <https://www.brandonu.ca/hr/files/Onboarding-Guide-for-the-Hiring-Manager1.pdf>*