



## Search Process Checklist

This checklist applies to the following positions:

- 1) Staff: Regular full-time, regular part-time, and temporary
- 2) Faculty: Tenure-track and temporary full-time academic year

### Campus Contacts:

[Erin Fetterman](#), Employment Assistant for Faculty and Management positions

[Heather Scharf](#), Employment Coordinator for Non-faculty positions

[Kristina Wood](#), Assistant Director for Employment Services

---

### 1a.) Position Review and Approval: Non-Faculty Classification Position Review:

- \_\_\_\_i. The Hiring Manager submits a Position Justification Request Form (PJRF), job description, and Search Criteria document to the Classification Manager for review. The job description and Search Criteria document must accompany the PJRF and follows the PJRF through the steps.
- \_\_\_\_ii. The Classification Manager reviews for classification level and forwards to the Budget Office for compensation detail.
- \_\_\_\_iii. The Budget Office completes the compensation detail and forwards to the Director/Dean.
- \_\_\_\_iv. The Director/Dean approves by signature and forwards to the appropriate Cabinet member.
- \_\_\_\_v. After Cabinet review, the appropriate Cabinet member indicates approval by signature and forwards to the President for approval.
- \_\_\_\_vi. The President forwards the approved PJRF, job description and Search Criteria document to the Budget Office.

\_\_\_\_\_ OR \_\_\_\_\_

### 1b.) Position Review and Approval: Tenure-Track Faculty Position Review:

- \_\_\_\_vii. The Hiring Manager submits a Position Justification Request Form (PJRF) to the Budget Office.
- \_\_\_\_viii. The Budget Office completes the compensation detail and forwards to the Director/Dean.
- \_\_\_\_ix. The Director/Dean approves by signature and forwards to the appropriate Cabinet member.
- \_\_\_\_x. After Cabinet review, the appropriate Cabinet member indicates approval by signature and forwards to the President for approval.
- \_\_\_\_xi. The President forwards the approved PJRF to the Budget Office.

### 2.) Initiate the Search Process

- \_\_\_\_i. The Budget Office initiates a position control form (PCF) and forwards the PJRF, job description (Non- Faculty) and Search Criteria (Non-Faculty) document to Human Resources. Human Resources holds the PCF until a selection is



determined.

- a. If the PJRF process was not required, the Hiring Manager makes a request to the Budget Office for a position control form.
- \_\_\_\_\_ii. Human Resources collaborates with the Hiring Manager/Department Chair on the job vacancy announcement based upon the appropriate job description (non-faculty) or vacancy description (Faculty).
- \_\_\_\_\_iii. Human Resources creates a scoring matrix based upon the qualifications and rating criteria and sends to the Hiring Manager for collaboration.
- \_\_\_\_\_iv. Human Resources posts the vacancy announcement.
- \_\_\_\_\_v. The hiring manager/department chair determines members of the search committee.
- \_\_\_\_\_vi. The hiring manager/ department chair consults with Human Resources regarding their suggested search committee members.
- \_\_\_\_\_vii. The hiring manager / department chair provides the search committee with directions on the timeframe for scoring candidates and expectations of the position.

### 3.) Applicant Review

- \_\_\_\_\_i. After the vacancy announcement closes, Human Resources forwards applicants to the search committee for review.
  - a. Human Resources determines seniority bid rights or any applicable preferential hiring considerations.
  - b. Applicants may be forwarded as received or according to search committee preferences for Faculty positions.
  - c. Human Resources will review Non-faculty positions for minimum experience and training prior to forwarding the applicant pool.
- \_\_\_\_\_ii. Each search committee member reviews applicant qualifications and scores each applicant using the approved scoring matrix.
- \_\_\_\_\_iii. The search committee chair collects scoring matrices from search committee members and forwards to Human Resources.
- \_\_\_\_\_iv. Human Resources compiles the scores and shares the results with the search committee and the Hiring Manager/Department Chair.
- \_\_\_\_\_v. The Hiring Manager/Department Chair consults with the search committee and forwards applicant choices for an initial interview to Human Resources.
  - a. The initial interview may be waived for on-campus interviews, if preferred.
- \_\_\_\_\_vi. Human Resources approves the interview pool.

### 4.) Initial Interview – Optional, Not Required - (video/online/phone)

- \_\_\_\_\_i. The Search Chair determines the need for an initial interview based upon the number of candidates identified for interview.
- \_\_\_\_\_ii. The search committee creates initial interview questions, including a scoring mechanism, and forwards to Human Resources for approval. Human Resources approves the interview questions.



- \_\_\_\_\_iii. The search committee contacts the applicants to participate in a video/online/phone interview. Salary is reviewed with each applicant.
- \_\_\_\_\_iv. The search committee conducts the initial interview, scores each applicant on the approved interview questionnaire, and forwards a maximum of two (2) candidates to Human Resources for an on-campus interview.
- \_\_\_\_\_v. The search committee creates on-campus interview questions and a scoring mechanism and forwards to Human Resources for approval. Human Resources approves the on-campus interview questions and interview pool.

## 5.) On-Campus Interview

- \_\_\_\_\_i. The search committee arranges an on-campus itinerary, including a meeting with the President, and contacts the candidates to schedule the on-campus interview.
- \_\_\_\_\_ii. The applicant is responsible for making their travel arrangements. Travel reimbursement is offered to tenure-track faculty and managers at level 180 and above. Human Resources will provide current budgetary limitations for travel and meals.
- \_\_\_\_\_iii. The search committee conducts the interviews.
- \_\_\_\_\_iv. The search committee collects the background clearance authorization and reference checklist (if not required at the time of application) during the on campus interview
- \_\_\_\_\_v. The search committee scores the candidates on the approved interview sheets and forwards to Human Resources for review.
- \_\_\_\_\_vi. Human Resources reviews the interview documentation, scoring, and veterans' preference. Human Resources notifies the Hiring Manager/Department Chair of any considerations.

## 6a.) Faculty Selection:

- \_\_\_\_\_i. The search committee conducts reference checks and makes a recommendation to the Department Chair.
- \_\_\_\_\_ii. The department conducts a vote by the regular full-time department faculty in accordance to the department's procedure.
- \_\_\_\_\_iii. The department forwards the recommended candidate to the Department Chair for review.
- \_\_\_\_\_iv. The Department Chair makes a recommendation and forwards the recommendation, department vote and search committee recommendation, to the Dean and Human Resources.
- \_\_\_\_\_v. Human Resources reviews Veterans' Preference considerations and approves the selection, if appropriate. Human Resources notifies the Dean if there are Veterans' Preference considerations.
- \_\_\_\_\_vi. The Dean confirms the selection with the Provost (President's designee).
- \_\_\_\_\_vii. The Dean extends a conditional verbal offer for faculty contingent upon



# MANFIELD UNIVERSITY

successful background clearance completion and negotiates salary, when necessary. The Dean requests official transcripts when extending the conditional offer.

Official transcripts must be mailed to:

Bloomsburg University of Pennsylvania  
Office of Human Resources and Labor Relations  
Attn: Erin Fetterman  
400 East Second Street  
Bloomsburg, PA 17815

\_\_\_\_\_viii. The Dean forwards the selected candidate and conditional offer outcome to Human Resources.

a. If the conditional offer is not accepted, the Dean will consult with the Provost, Department Chair and Human Resources

\_\_\_\_\_ OR \_\_\_\_\_

## 6b.) Non-Faculty Selection:

\_\_\_\_\_i. The Hiring Manager makes a recommendation to the Director/Supervisor and Human Resources via email.

\_\_\_\_\_ii. The Director/Supervisor approves the selected candidate.

\_\_\_\_\_iii. Human Resources reviews Veterans' Preference considerations and approves the selected candidate.

\_\_\_\_\_iv. Human Resources notifies the selected candidate that they have been selected as a finalist for the position for non-faculty positions. Human Resources reviews the salary with the candidate at this time.

a. When appropriate, a conditional offer of employment is extended.

1. Human Resources may extend a written conditional offer for staff positions, including contingencies for successful medical tests and background clearance completion. This is a requirement if medical testing is a requirement for the position.

\_\_\_\_\_v. The search committee conducts reference checks for the selected candidate and forwards documentation to Human Resources.

\_\_\_\_\_7.) Human Resources initiates the background clearance for the selected candidate.

\_\_\_\_\_8.) Human Resources notifies the appropriate Dean or Vice President of background check completion.

\_\_\_\_\_9.) Human Resources initials "Background Checks Complete" in the "Administrative Recommendation & Approval" portion of the PCF and releases the PCF to the Hiring



# MANSFIELD UNIVERSITY

Manager/Department Chair.

\_\_\_\_\_ 10.) The Hiring Manager/Department Chair completes the “Departmental

Recommendation” portion of the PCF and forwards to the Dean/Director for administrative approval.

\_\_\_\_\_ 11.) The Dean/Director forwards to the appropriate Vice President for approval.

\_\_\_\_\_ 12.) If approved, the Vice President forwards to Human Resources.

\_\_\_\_\_ 13.) Human Resources signs the PCF in support of the recommendation and forwards the PCF and search summary documentation, when requested, to the President for approval.

\_\_\_\_\_ 14.) The President approves and forwards to Human Resources.

\_\_\_\_\_ 15.) For Non-Faculty selections, Human Resources makes an offer of employment and negotiates salary when applicable.

\_\_\_\_\_ 16.) Human Resources generates and distributes an employment letter or contract.

\_\_\_\_\_ 17.) Human Resources contacts candidates who were interviewed, but not selected, by phone and makes an electronic notification to all non-selected candidates that the vacancy has been filled.

---

## **ADDITIONAL INFORMATION**

### Manager/Faculty Responsibilities

Hiring Managers, Search Chairs, and Search Committees will be responsible for complying with these procedures.

### Veteran's Preference

All employment decisions must be made in compliance with Pennsylvania's Veteran's Preference Act.

A veteran is considered eligible for preference when he/she has reached the level of the finalist pool.

A distinction needs to be made between pre-finalist and finalist pool. The distinction between pre-finalist can be made using various screening methods. Occasionally, the finalist pool will receive a second interview.

*A non-preference eligible candidate must be rejected if there was a preference eligible veteran in the finalist pool.*