

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