Position Being Filled: __________________________________________________________

Hiring Supervisor Name: _____________________________ Date: _______________

☐ Consult with Human Resources (HR) prior to the start of the search. No search
   can be fully commenced until a Staff Search Plan and Summary Report (attached)
   is filed with HR and approved by HR.

☐ Submit a current job description/ad to be approved for advertising. HR will review,
   edit, and place into Colby’s format, including the standard Affirmative
   Action/Equal Employment Opportunity (AA/EEO) wording on all advertising.

☐ Submit a list of individuals who will need access to view the resume folder online.
   Please limit this list to three people.

☐ Submit the Staff Search Plan that specifies efforts made to seek applicants of
   color, women, and members of under-represented groups.

☐ Prepare a list of agencies, list-serves, placement offices, journals, newspapers,
   and other formal sources where ads may be placed. HR posts employment
   opportunities on the College’s website, MaineJobs/Monster.com, JobsInME.com,
   and for some positions additional advertising is placed on HigherEdJobs.com,
   Diverse.com, and HispanicOutlook.com. In some cases, more specific advertising
   is placed related to the type of vacancy. Advertising is done on-line and very rarely
   are print ads approved. Additional advertising requests may need to be paid for by
   departments.

☐ Obtain an approved salary range from HR and make sure to inform applicants of
   the salary range so that candidates and the College do not expend resources
   on those who have a different salary figure in mind. A salary range must be
   confirmed with HR prior to any advertising.

☐ Evaluate each applicant in relation to the qualifications for the position. You may
   not consider applicants that do not meet the stated required qualifications
   without HR approval.

☐ Create a list of qualified candidates who appear to be best suited to fill the
   vacancy.

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☐ Conduct phone and/or Skype interviews with qualified candidates. Make sure to review salary expectations and give the person being interviewed specific follow-up plans.

☐ For full-time, exempt positions, HR can help fund up to three carefully screened, domestic candidates’ travel to Colby, as long as ample notice is provided for our travel agency to source reasonably priced flights. All candidates need to be scheduled for a 45 minute interview with HR as part of the process. In addition, for any exempt administrative position, a 30 minute time slot for the Director of EEO is required. The department is responsible for the interview schedule and to provide HR a copy of the interview itineraries of all candidates.

☐ If travel arrangements include airfare, a two-week advance request must be provided to HR to book with the travel agency. If extenuating circumstances do not allow for this notice, the department holding the search will be charged any difference in cost.

☐ HR can work with our travel agency on travel arrangements. Expenses such as meals and other charges to the recruitment budget must be approved in advance. HR will pay for the candidate’s reasonable meals during required travel. Departments are responsible for any team or interview oriented meals.

☐ With the permission of the candidate, carefully check professional references on the finalist. This includes verifying previous employment and education.

☐ Consult with the appropriate department head, Vice President/Dean, and then notify HR to discuss the candidate to whom you would like to extend an employment offer. All salaries and employment particulars must be approved by the Director of Human Resources prior to making an offer.

☐ A formal employment offer is made in writing by the Director of Human Resources, or in some cases by the President, Vice President for Administration and Chief Financial Officer, or the Provost and Dean of Faculty.

☐ After an acceptance of the employment offer, contact those candidates interviewed who did not receive an employment offer. It is best to wait for the signed appointment letter to be returned, but in some cases notification can be made sooner.

☐ Submit the Staff Search Plan and Summary Report (attached) to the HR and EEO Office.