Consult with Human Resources (HR) prior to the start of the search. No search can fully commence until the following initial steps are taken and approved by HR.

Initial Steps: To HR

1. **Submit a Staff Search Plan.** As requested on the Search Plan, also provide the following:
   
   a. **A current job description/ad to be approved for advertising.** HR will review, edit, and place into Colby’s format, including the standard Equal Employment Opportunity (EEO) wording on all advertising.

   b. **A list of ad placements.** Prepare a list of organizations, agencies, list-serves, placement offices, journals, social networks and other formal sources where ads may be placed. Departments can post the approved job description on their list-serves and organizations specializing in the type of position being sought. HR posts employment opportunities on the College’s website, JobsInME.com, and for some positions, additional advertising is placed on HigherEdJobs.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 typically need to be paid for by departments.

   c. **A list of individuals who will need access to view the resume folder online.** Please limit this list to three people.

   d. **Specific efforts to seek applicants of color and members of other under-represented groups at Colby.** This may include some of the list-serves or personal contacts above or it may be more specific to include affinity groups of particular organizations.

2. **Obtain an approved salary range from HR.** Inform applicants of the salary range so 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.

Upon HR Approval of Position

- [ ] Finalize search committee members

- [ ] 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, including contact information, who appear to be best suited to fill the vacancy.

- [ ] Conduct first-round screening interviews with qualified candidates by phone and/or Skype. Make sure to review salary expectations and give the person being interviewed specific followup plans.

Rev: March 2016
For On-Campus Interviews

- Contact HR to arrange for travel (i.e., air, hotel, car rental) as needed. 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.

  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. 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.

- **Schedule a 45 minute interview with HR as part of the interview process. The department is responsible for creating the interview schedule** and providing HR a copy of the interview itineraries of all candidates.

  HR will email finalists an online employment application to complete, a link to our benefits pages, and confirmation of the typical targeted salary range.

The Job Offer

- With the permission of the candidate, carefully check professional references on the finalist (http://www.colby.edu/humanresources/wp-content/uploads/sites/170/2016/03/Applicant-Reference-Checking-Guide.pdf). This includes verifying previous employment and education. Colby’s employment application form provides an opportunity for the applicant to provide additional references and asks if we can contact their current employer. You are welcome to request a copy from HR.

- Consult with the appropriate department head, Senior Staff/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.** The Director of Human Resources, or in some cases the President, Vice President for Administration and Chief Financial Officer, or the Provost and Dean of Faculty, makes a formal written employment offer to the successful candidate.

- Choose a **start date** that links with one of the new hire orientation dates that HR hosts (http://www.colby.edu/humanresources/wp-content/uploads/sites/170/2016/03/NHO-Schedule-2016.pdf). Federal requirements stipulate certain new hire paperwork such as the **Form I-9 be completed by the first day of employment.**

- After 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.