



OOO - Department of Human Resources

## CHECKLIST FOR OOC SEARCHES

**APPROVAL FROM HUMAN RESOURCES IS ESSENTIAL FOR EACH STEP OF THIS PROCESS.  
UTILIZE THIS FORM TO TRACK EACH STEP OF THE SEARCH PROCESS.**

Task Completed	Action	Notes:
1.	Hiring Manager will forward the completed OOC PAF to Barb Philips ( <a href="mailto:bphilips@passe.edu">bphilips@passe.edu</a> ) and copy <a href="#">Susan Isenberg</a> .	
2.	HR creates Requisition and search folder in <a href="#">NeoGov</a>	
3.	<a href="#">Advertising form</a> completed and submitted to HR (Barb Philips).	
4.	Committee members are invited to be on the hiring committee. You must have at least 3 and we recommend no more than 5 members on a committee. Please send list of members including committee chair (if different) to HR prior to inviting them to serve.	
5.	All members of the committee need to fill out <a href="#">Confidentiality agreement</a>	
6.	Matrix created (based on the minimum and preferred qualifications advertised for the position) and sent to HR for search documentation.	
7.	After full consideration date, the posting is closed. Applications are reviewed in <a href="#">NeoGov</a> by committee under OHC and "My Candidates" and the matrix summary is filled out and sent to Human Resources. This matrix should objectively illustrate who is in the interview pool and why.	
8.	Interview questions created and approved by HR (both phone and on-campus if applicable)	
9.	Schedule interviews and email interviewing schedules to HR (Barb Philips)	
10.	HR will send the finalist candidates background check consent and profile paperwork to complete and return to HR via DocuSign.	
11.	Interview summary (for both interviews if phone and campus were done) sent to HR identifying strengths/weaknesses of each candidate and the ranking of the finalist pool for search documentation	
12.	Search chair or hiring manager contacts three <a href="#">references</a> . All materials submitted to HR for search documentation.	
13.	If the references are acceptable, and sent to HR, the hiring manager will make a <b>contingent, verbal</b> offer of the position (For management employees, salary and date offer approval with Vice Chancellor of HR needs to be approved occur prior to offer)	
14.	HR will contact the applicant about starting the background check and confirm start date	
15.	All three background checks need to be started with HR <b>before</b> the start date: <a href="#">PA State Police</a> , <a href="#">Child Abuse</a> Clearance, and <a href="#">FBI fingerprinting</a> )	
16.	Start date of new employee	