Prior to starting the recruitment:

* Assemble a search committee comprised of members from diverse backgrounds and points of view.
* Each search member must complete the online training module before beginning the search process. You are only required to take the training once; however, it may be a good refresher to review it before beginning a new search: <http://www.unc.edu/depts/eooada/sct/>.

Once the vacancy has been posted, convene the search committee to set forth the charge:

* Discuss the mission of the hiring unit
* Clarify the expectations, functions and requirements of the position
* Discuss the criteria for evaluating candidates
* Who is the decider? Consensus versus command
* How many interview steps?
* Who is involved in each step?
* Can we block times on our calendars now?
* What interview questions should we ask?
* Rating sheets and all other interview and selection materials are part of the official record and should not be destroyed

Once a mandatory minimum posting period is met, convene the search committee

* Select candidates for consideration
* Finalize interview process- phone? Onsite (s)?
* Finalize interview questions
* Record non-selection reasons

Once the preferred candidate is identified:

* Send the selection justification and non-selection reasons to the [designated HR consultant](https://faopharmacy.unc.edu/human-resources/hr-team-2/)
* Collect all notes and documentation related to the recruitment from search committee members and forward to the HR Consultant
* Contact remaining finalists who have been interviewed but are no longer under consideration (all applicants will receive an automated non-selection email once the recruitment is completed)