

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/eoooda/sct/>.

Once the vacancy has been posted, convene the search committee to set forth the charge. Invite the HR Consultant to review best practices for running a successful search.

- 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](#)
- 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)