

HIRING DEPARTMENT'S CHECK-OFF LIST (Faculty Position)

- 1) Complete the *YSU Vacant Faculty Position Requisition (HR-1)*, following instructions (*HR-1a*).
- 2) Complete a *Draft Faculty Position Announcement (HR-2)* and desired advertisement drafts.
- 3) Form a Search Committee, working with Human Resources and with the Office of Equal Opportunity and Diversity.
- 3a) Complete Equal Opportunity Search Compliance Report and submit to Equal Opportunity and Diversity for approval before inviting applicants to campus for interview.
- 4) Review *Guidelines for Bringing a Candidate to Campus (HR-4a)*; provide *Reimbursement Voucher, Candidates for Employment* form (*HR-4*) to candidates.
- 5) Obtain formal application, three written references, and release for background information (*HR-8*) for position finalists prior to on-campus interviews.
- 6) Identify candidate selection for appointment:
 - Complete the *YSU Faculty Appointment Recommendation* form (*HR-5*); submit through normal reporting channels.
 - Complete the *Recommendation for Relocation Allowance* form (*HR-6*) when applicable and submit it with the *YSU Faculty Appointment Recommendation* form (*HR-5*); &
 - Complete the *YSU Affirmative Action Appointment Recommendation* form and submit it to the Office of Equal Opportunity and Diversity.
- 7) Return appropriate forms and items listed above to Human Resources, who will provide further guidance as necessary.