Office of Equal Opportunity

Overview of a Search

Decision made to begin search. Search chair selected. Search committee members identified.

Search committee appointed by hiring authority.

Approved by EO Coordinator via email

Initial meeting of search committee. Charge given by the hiring authority.

With EO Coordinator

Search committee develops position description, posting, recruitment plan and evaluation criteria.

Position Description entered into the Talent Management System (TMS).

HR classification conducted and position.version number assigned in TMS

Approved by hiring authority & signature authority

Posting, including search committee membership, recruitment plan and evaluation criteria entered into the Talent Management System (TMS).

Approved by Hiring Authority, EO Coordinator & OEO in the TMS

Recruitment occurs

Standard Search	Limited Recruitment	Accelerated or Internal Search
At least 3 weekends (4 for Faculty search) of advertising in relevant national publications, websites, etc.	At least 3 weekends of advertising in relevant regional publications, websites, etc.	At least 2 weekends of advertising that reaches all potentially qualified employees.

Nominations received by search chair. Applications submitted through the Talent Management System (TMS).

Composition of applicant pool assessed by search chair and EO Coordinator.

Approved by EO Coordinator via email

Search chair and one other committee member assess for minimum qualifications.

Search committee evaluates applicants and seeks approval of semi-finalist candidates for telephone/video/conference interviews.

Approved by EOC & OEO in TMS for Faculty. Approved by EO Coordinator in TMS for AP search.

Techniques developed for further screening and evaluation, including interview and reference check questions.

Approved by EO Coordinator via email

Candidates selected for campus interviews

Approved by EOC & OEO in TMS

Schedules for campus interviews established with Hiring Authority

Approved by EO Coordinator

Campus interviews conducted.

Search committee formulates recommendation to hiring authority.

Approved by EO Coordinator via email

Request to offer submitted for approval via the Talent Management System (TMS) before offer is made to candidate.

Subject to approval by CSU Central Administration & Board of Governors, Approved by EOC & OEO in TMS

Hiring Proposal completed for successful candidate, which includes the background check and signed offer letter.
All search materials retained by unit for three years.

Notification sent out to applicants and candidates that the position has been filled.

Green = Items to do in the CSU Talent Management System (TMS); **Gold** = Items to be accomplished outside of the TMS 05/16