

**REGIONAL DIRECTOR/SEARCH CHAIR'S CHECKLIST FOR HIRING PROCESS**  
**(Unless otherwise noted, all activities are the responsibility of the Regional Director/Search Chair)**

- 1) Position becomes vacant.
- 2) Discuss with the Director the need for the position to determine whether the position will be refilled as it had been, with major changes, or not at all.
- 3) If the position will be refilled, review position description with local staff, advisory committee, and commissioners. (Input to wording of vacancy announcement may be obtained from local level.)
- 4) Establish Search Committee including the Search Chair if RD does not serve in that capacity. Consider minority, female, program specialty. Minimum of three - four individuals for the Search Committee.
- 5) Provide list of Search Committee and recommended advertising plan to AD - HR.
- 6) AD - HR circulates proposed position description for additions or corrections to the Regional Director.
- 7) After approval, AD - HR, in cooperation with search chair, determines closing and scoring deadlines, and coordinates advertising.
- 8) AD - HR obtains permission from OEOD to circulate the vacancy announcement.
- 9) AD - HR emails vacancy announcement to individuals and organizations in accordance to Extension Human Resources advertising responsibilities (see Advertising Plan).
- 10) Establish date and time for Search Committee conference call(s).
- 11) Search Committee scores applicants, search chair returns scores to the Extension Human Resources Office and provides to Search Committee members.
- 12) During the conference call, determine top candidates for reference checking and possible interviews as well as potential interview schedule.
- 13) Conduct reference checks on candidates (provided by Skill Survey reference checking). Based on reference checks, determine final list of candidates to be interviewed.
- 14) AD - HR clears process and interviewees with the OEOD.
- 15) Provide Search Committee with approved list of interview questions with a deadline to submit recommendation of additional questions. If additional questions are recommended, Search Chair forwards to EEO Coordinator for approval.
- 16) Call candidates to confirm interview schedule.
- 17) Email confirmation letter to candidates with travel expense approval form.
- 18) Notify Search Committee and local interview committee of the interview schedule.
- 19) Conduct interviews of candidates:
  - Search Committee
  - Local Interview by County/Area Interview Committee
- 20) Recommend top candidates to AD - HR by identifying the strengths and weaknesses of each. Also identify any unacceptable candidates.
- 21) Director selects candidate to be hired based on recommendations.
- 22) AD - HR clears process with OEOD.
- 23) AD - HR and Regional Director discuss offer and determine salary.
- 24) Offer position and salary, negotiate date of employment.
- 25) Notify AD - HR of acceptance of offer and starting date. Complete Personnel Notice immediately and forward to AD - HR.
- 26) AD -HR initiates background check request to CSU HR.
- 27) Once an approved background check has been received, AD - HR initiates confirmation letter from the Director and moving authorization to new employee (if applicable).
- 28) Notify other interviewees.
- 29) Identify mentor with input from the unit administrator/supervisor and notify AD - HR.
- 30) AD - HR initiates letter to new employee re: mentor.