Overview of a Search Decision made to begin search. Search chair selected. Search committee members identified. Search chair and one other committee member assess for minimum qualifications. Search committee appointed by hiring authority Search committee evaluates applicants and Approved by seeks approval of semi-finalist candidates for EO Coordinator telephone/video/conference interviews. via email Approved by EOC & Initial meeting of search committee. Charge OEO in TMS for Faculty. Approved by EO given by the hiring authority Coordinator in TMS for AP search. With EO Coordinator Techniques developed for further screening Search committee develops position and evaluation, including interview and description, posting, recruitment plan and reference check questions. evaluation criteria. Approved by EO Coordinator via email Position Description entered into the Talent Candidates selected for on-site or campus Management System (TMS). interviews Approved by hiring HR classification Approved by EOC & conducted and authority & OEO in TMS position.version number signature authority assigned in TMS Schedules for campus interviews established with Hiring Authority. Posting, including search committee Approved by EO membership, recruitment plan and evaluation Coordinator criteria entered into the Talent Management System (TMS). Campus interviews conducted. Approved by Hiring Authority, EO Search committee formulates recommendation Coordinator & to hiring authority and is approved by hiring OEO in the TMS authority prior to entering into the TMS. Recruitment occurs Approved by EO Limited Recruitment Accelerated or Standard Search Coordinator via email Internal Search At least 3 weekends At least 3 weekends (4 Request to offer submitted for approval via for tenure-track of advertising in At least 2 weekends the Talent Management System (TMS) before of advertising that relevant regional Faculty search) of offer is made to candidate. advertising in relevant publications, reaches potentially qualified applicants. national publications, websites, etc. Subject to approval by CSU websites, etc. Central Administration & Board of Governors, Approved by EOC & OEO in TMS Nominations received by search chair. Applications submitted through the Talent Hiring Proposal completed for successful Management System (TMS). candidate, which includes the background check and signed offer letter. Composition of applicant pool assessed by All search materials retained by unit for three search chair and EO Coordinator. years. Approved by EO Notifications sent out to applicants and Coordinator via email candidates that the position has been filled.

Green = Items in the CSU Talent Management System (TMS); Gold = Items accomplished outside of the TMS 08/18