Staff Search Process

1. Resignation or New Position Proposal
2. Evaluate and finalize position description and responsibilities
3. Notify HR and VP (budget approval and classification)
4. Cabinet Approval
5. Search Setup (HR and HM)**
6. Job Posting generated by HR and approved by Hiring Manager
7. External Posting (1 week minimum)
8. Candidate Pool Assessment to HR and VP ***
9. Candidate Interviews
10. Post-Interview Assessment to HR and VP
11. Final Decision (HM) and Offer (HR)
12. New Hire/Onboarding process begins

Internal Only Search Request: Requires VP and Cabinet Approval
Internal Only Posting: Calvin News and Email

After 2 weeks and unsuccessful pool assessment

Additional recruit resources allocated
Automatic External Resources: Indeed.com, LinkedIn, Monster, Calvin Link, SimplyHired, MI Talent Bank, Glassdoor.com

Internal Promotion: Requires VP And Cabinet Approval

**Search Setup:
1. Verify required/preferred skills and qualifications
2. Select Application Questions
3. Select search committee
4. Walk through hiring process summary
5. Schedule training: Unconscious Bias or Hiring Skills
6. Establish timeline and expectations of HR in process
7. Establish decision making tree

***Candidate Pool Assessment:
1. HM provides a summary of applicants to HR
2. HR will review and add input
3. Reviews and recommendations for top candidates are sent to the VP

Key
Blue = Hiring Manager
Black = HR/HR & Hiring Manager
Orange = Cabinet
Triangle = Decision making step