DELTA HIRING OFFICIAL AND SEARCH COMMITTEE CHECKLISTS

These checklists provide guidance to hiring officials & search committees in carrying out their search & hiring responsibilities & to ensure that these processes comply with University policies & hiring & search requirements.

Please refer to DELTA Search Committee Guidelines at: https://delta.ncsu.edu/about-delta/business-office-resources/personnel-procedures/ for detailed procedures and responsibilities.

**√ DELTA Hiring Official Checklist**

1. The hiring official, working in conjunction with their manager and SMT member complete this document:
   - DELTA Position Action Request: [http://delta.ncsu.edu/business/personnel/index.html](http://delta.ncsu.edu/business/personnel/index.html)

2. Select search committee and complete this document:

3. Obtain Senior Management Team approval for creating a new position or filling/updating a vacancy. After SMT approval, send electronic copies of all forms to the Business Office.

4. Consult business office to create or update the organization chart and ADA Checklist. These are required documents to create PeopleAdmin posting or position update-posting request
   - (The position description and recruitment information is input into PeopleAdmin by the Business Office Personnel.
   - The hiring official will be notified by the business office once the position has posted in PeopleAdmin.)

5. Charge the Search Committee.

6. At the conclusion of the search, provide the business office with the name of the candidate you wish to hire along with the anticipated state date and salary. Also provide two written references completed using the “Telephone Reference Check” located at: [https://delta.ncsu.edu/about-delta/business-office-resources/personnel-procedures/](https://delta.ncsu.edu/about-delta/business-office-resources/personnel-procedures/)

7. The business office will notify you when you have offer approval. For accepted offers obtain the start date from the candidate which will be used to create the offer letter.

8. You will be copied on the “Welcome to DELTA!” email sent by the business office with the offer letter and patent agreement needed to complete the hire action in PeopleSoft. Once the hiring action is entered the background check will be automatically be generated electronically and sent to the new hire.

**√ DELTA Search Committee Checklist**

1. Accept and clarify charge from hiring official

2. Develop ranking criteria (matrix, short listing etc.) for applicant evaluation

3. Rank applicants and report status’ to the business office. Normally an email with status of Tier 1, Tier 2 and “Not interviewed, Other’s had more relevant training and experience” The business office will assign the status in PA.

4. For SHRA positions you may proceed setting up interviews (phone and in person are considered “interviewed.”)
   - For EHRA positions, an interim report must be generated by the business office and approved by the campus Equity Officer before contact can be made with the applicant. The business office will inform you when the interim report has been approved.

5. Send email to the business office with new status’ after interviews.

6. Inform the business office when the position posting should be closed, the posting can always be opened again if the applicant pool is lacking in viable candidates. For EHRA positions any new applicants cannot be contacted until a new interim report is generated.

7. Make recommendations for final candidate(s) to the hiring official

8. The hiring official informs search committee of selected and second choice candidates. The hiring official may assign the reference check process to the search committee, if so use “Telephone Reference Check” located at: [https://delta.ncsu.edu/about-delta/business-office-resources/personnel-procedures/](https://delta.ncsu.edu/about-delta/business-office-resources/personnel-procedures/)

9. Send regrets to all interviewed (phone and in person) candidates with the exception of selected and second choice. The business office can provide sample “regrets” if needed.

10. Hiring official will inform search committee if selected candidate has accepted offer. If yes, send regrets to second choice, if no, the business office will generate a hiring proposal for second choice candidate once two written reference checks are received.

11. If second choice candidate declines offer, position may be opened again for recruitment.