SMU | Department of Human Resources

OVERVIEW OF STAFF SEARCH PROCESS

1

- Job is posted

2

- Establish Selection Criteria

3

- Form Search Committee/Interview Team
- Meet with Search Committee/Interview Team
- Clarify roles, expectations, and provide selection criteria/guidelines

4

- View/Print Resumes using Access. SMU
- Identify Candidates
- Develop Interview Questions

5

- Pre-screen (Optional) Phone or E-mail
- Set up Interviews
- Skills Assessments (if applicable)

6

- Collect references from candidate
- Collect authtorization for release of information from candidate
- Complete and collect Applicant Interview Evaluation Forms
- Select Candidate

7

- Check References
- Fax Release from to HR to begin pre-employment checks
- Complete Search Summary
- Send Search Summary to HR and/or Department HR liasion/FO
- Obtain Authorization form HR to make an offer