

Anticipated Hire Date	Requisition Number	Job Code	Position Number	Job Title

This Agreement includes activities that are essential to the hiring process and is a formalized commitment between the OHR Job Center and the Hiring Unit. It is designed to define activities, clarify accountabilities and outline a shared commitment to timing expectations and anticipated dates. It can also be used as a checklist to ensure all steps of the recruitment process are completed. Anticipated dates can be added to the calendar and can serve as a reminder of important activities to be completed. Placing specific hiring activities on the calendar at the outset of this agreement will help to keep the timelines top of mind and prioritized across various competing demands. Key activities to add to the calendar include selecting applicants for interview, conducting interviews, finalist selection and offer. It is recommended that the service agreement be widely communicated/shared across the search participants. All steps in the service agreement are performed for all employee groups. The Service Agreement is a tool offered in the spirit of shared vision, cooperation and trust, using the following **Partnership Principles**:

- **Be accountable** – to the joint responsibilities and timelines set out in this Agreement;
- **Collaborate and cooperate** – work collaboratively to complete the activities, identify improvements, eliminate redundancies and reduce the cost of service;
- **Be open and responsive** – communicate openly and in a timely fashion about major or minor concerns, issues or opportunities, and status updates or timing shifts relating to the process;
- **Learn, develop and achieve potential** – share information, experience and skills to learn from each other and develop new ways of working.

In an effort to maintain data integrity and improve the applicant experience, requisitions will be reviewed jointly on a regular basis to determine requisitions with no activity. Requisitions with no activity should be removed from the web and placed on hold.

Acknowledgement of Partnership Principles and Service Agreement

I will work to ensure that the agreed upon dates outlined in this service agreement are followed, and will provide updates if there is any change to the anticipated timeline.

Hiring Unit Partner: _____ **Job Center Partner:** _____

Signature: _____ **Date:** _____ **Signature:** _____ **Date:** _____

Signature: _____ **Date:** _____ **Signature:** _____ **Date:** _____

	Owner	Activity	Activity description	Dates	Unit Specific Activities
Post & Recruit	Hiring Unit	<input type="checkbox"/> Determine hiring need & gain approval	Review job description and validate position details. For organizational changes or new positions, write job description, consult with Compensation & Classification, determine FLSA exemption status, and create position. Determine salary range and ensure adequate funding is in place. Follow the process within your campus, college or unit to gain approval to hire.		
		<input type="checkbox"/> Identify and engage others	Determine the necessity of a search committee. In the case of a search committee, determine the size, identify the Chair, ensure diversity is represented and consider advisory group and/or Senate committee participation. Formally charge the committee and solicit input from participants on the recruitment plan.		
		<input type="checkbox"/> Enter requisition	Enter requisition in employment system ensuring all fields are completed. The job posting should recognize the importance of diversity. Minimum requirements must be consistent with job classification.		
	Class & Comp	<input type="checkbox"/> Confirm job classification	Compensation & Classification will evaluate job description to ensure alignment with job classification. Suggested Timeline: 1-2 days		
	Job Center	<input type="checkbox"/> Finalize requisition	Job Center will finalize job posting and determine if there is a priority hire. Suggested Timeline: 1 day		
		<input type="checkbox"/> Adminstrate priority or "no search" hire	In the case of priority candidates, Job Center will refer them to the hiring unit for immediate action. To extend an offer to a priority hire applicant, proceed to "Select finalist" step. To request a no search direct hire exception (eg spousal, exceptional, temporary no post, etc.), complete Requesting a No Search Hire Checklist and proceed to "Select finalist" step. Suggested Timeline: 0-10 days		
	<input type="checkbox"/> Hiring Unit <input type="checkbox"/> Job Center	<input type="checkbox"/> Initiate and execute recruitment plan	With the unit HR Leader and EOAA Liaison, examine the diversity and affirmative action goals of the unit. Establish the recruitment scope (national, local/regional, University community only, unit only). Identify potential internal and external applicants to invite to apply. Develop sourcing strategy to include print and online ads, professional associations, outreach efforts, and alternative recruitment strategies such as external search firms. If search is likely to attract international applicants, contact International Student & Scholar Services regarding advertising requirements. All applicants must be instructed to apply online to the posted position. Develop applicant comparison tool. Suggested Timeline: 1 day		
Job Center	<input type="checkbox"/> Post requisition	Post requisition per required posting timelines. Suggested Timeline: 1 day			
Screen & Select	<input type="checkbox"/> Hiring Unit <input type="checkbox"/> Job Center	<input type="checkbox"/> Screen applicants for minimum requirements	Eliminate from consideration those who do not meet minimum qualifications. Update applicants' status in system. Suggested Timeline: 14 days		
	Hiring Unit	<input type="checkbox"/> Evaluate applicants pool	Review qualified applicants and determine if pool is sufficient. Consider diversity goals and availability. If applicant pool is insufficient, reevaluate and consider augmenting recruitment plan. Suggested Timeline: 1 day		
		<input type="checkbox"/> Select applicants for interview	Evaluate applications, curriculum vitas, resumes, cover letters, and other relevant materials of minimally qualified applicants. Conduct initial phone screen. Calibrate skills and ensure total compensation expectations are aligned. Utilize applicant comparison tool to rank top applicants. Update applicants' statuses in the system. Suggested Timeline: 10 days		
		<input type="checkbox"/> Conduct interviews	Assemble interview team. Develop interview questions. Invite applicants, arrange for travel and accommodations as necessary. Conduct interviews. Interviewers should utilize applicant evaluation form to rate applicants based on objective criteria relevant to the job. Discuss interview results with search members. Suggested Timeline: 5 days		
	<input type="checkbox"/> Select finalist(s)	Check references. Gain necessary unit approvals. In the case of senior leader positions, offers to include tenure or continuous appointment, and/or no-search direct hires, additional approvals are necessary. When a foreign national is seriously considered for employment, engage International Student & Scholar Services and the Office of General Counsel prior to making offer. Suggested Timeline: 1 day			
Offer & Accept	Hiring Unit	<input type="checkbox"/> Extend offer	Negotiate terms within established parameters, set tentative start date and prepare offer letter. Present offer contingent upon successful background check, other verifications, required degree completion, and/or pending approvals. Send offer letter and background check instructions to finalist. Collect signed offer acceptance. Suggested Timeline: 1 day		
	Job Center	<input type="checkbox"/> Check background	Applicant must provide information. Checks and verifications are completed. Note: Verification of highest degree is required for all Faculty and P&A employees. If checks and verifications are satisfactory, confirm start date. Finalist may not start employment before satisfactory background check is completed. Suggested Timeline: 3 days		
	Hiring Unit	<input type="checkbox"/> Finalize hire	Capture reason for non-selection for all candidates besides finalist(s) and update applicants' statuses in system to ensure accurate EOAA reporting statistics. Communicate with non-selected applicants. Confirm with Job Center that requisition is ready to be closed. Suggested Timeline: 1 day		
	<input type="checkbox"/> Hiring Unit <input type="checkbox"/> Job Center	<input type="checkbox"/> Close requisition	Notify Job Center to designate position as filled in recruiting system. Suggested Timeline: 1 day		
Onboard & Engage					