

## NTT Lecturer Recruitment & Hiring Checklist



<b>Initiating the Hiring Process</b>		<b>Who</b>
<input type="checkbox"/>	Submit an email request to Fill Vacancy/New Position to the Dean.	Department Chair/ Department Secretary
<input type="checkbox"/>	The department will be notified when the Dean approves or denies the request.	Dean
<input type="checkbox"/>	The department will work with the Administrative Specialist to ensure the request is budgeted and on the hiring plan. If a position is not listed then the Administrative Specialist will need to submit an addendum for Provost Approval.	Dean's Administrative Specialist
<input type="checkbox"/>	Once approved, determine if you will hire from a current lecturer pool or if a new lecturer pool needs to be posted with Talent Acquisition Team (TAT).	Department Chair
<input type="checkbox"/>	If you are posting a new lecturer pool, email TAT the position announcement <ul style="list-style-type: none"> <li>• Joy Corbett: (509) 963-1260 or <a href="mailto:Joy.Corbett@cwu.edu">Joy.Corbett@cwu.edu</a></li> <li>• Jordyn Ashford: (509) 963-2194 or <a href="mailto:Jordyn.Ashford@cwu.edu">Jordyn.Ashford@cwu.edu</a></li> </ul>	Department Chair
<b>Posting the Job</b>		
<input type="checkbox"/>	TAT will develop online posting. Search committee members/interviewers can access application materials via MyCWU > Main Menu > Human Resources > Recruiting > Browse Job Openings	Department Chair/ Department Secretary
<input type="checkbox"/>	Submit ads to TAT for approval.	Department Chair/ Department Secretary
<b>Develop Screening Criteria</b>		
<input type="checkbox"/>	If you create a preliminary/secondary screening tool, interview and reference check questions, please submit to TAT for approval. Examples: <a href="#">Selection Process</a>	Department Chair/ Department Secretary
<b>Screening Applicants</b>		
<b>On/After Screening Date</b>		
<input type="checkbox"/>	Review online applications to determine best qualified applicants.	Search Committee
<input type="checkbox"/>	Update applicants' status online to 'Reviewed'. Refer to: <a href="#">Recruiting Solutions User Guide - NTT Lecturers</a> (pg. 3).	Department Chair/ Department Secretary
<b>Interviewing</b>		
<input type="checkbox"/>	Schedule and conduct interviews. Add interview schedule to Recruiting Solutions. Refer to: <a href="#">Recruiting Solutions User Guide - NTT Lecturers</a> (page 4).	Department Chair/ Department Secretary
<input type="checkbox"/>	Update applicants' status online after interviews.	Department Chair/ Department Secretary
<b>Offering the Position</b>		
<input type="checkbox"/>	Discuss salary and any other hiring details with Dean's Administrative Specialist.	Department Chair/ Department Secretary
<input type="checkbox"/>	Verbal employment offers can be made contingent upon a successful background check.	Department Chair
<input type="checkbox"/>	If candidate accepts offer, "Prepare Job Offer" in Recruiting Solutions. Refer to: <a href="#">Recruiting Solutions User Guide - NTT Lecturers</a> (page 7). This will route offer for approvals and prompt HR to process a background check.	Dean's Administrative Specialist
<input type="checkbox"/>	Prepare contract request and send to Dean's Administrative Specialist.	Department Secretary
<input type="checkbox"/>	If candidate declines offer, update online status to "Reject" and include appropriate rationale.	Department Chair/ Department Secretary

<input type="checkbox"/>	<p>If candidate declines offer:</p> <ul style="list-style-type: none"> <li>• Offer position to one of the other finalists</li> <li>• Interview additional candidates</li> <li>• Submit advertising to acquire additional applicants</li> </ul>	Department Chair/ Department Secretary
<input type="checkbox"/>	<p>If candidate accepts offer (does not apply to lecturer pools unless the posting will be closed):</p> <ul style="list-style-type: none"> <li>• Notify all other interviewees/finalists that they did not get the position. Notification via phone call is preferred (especially for internal applicants), letter or personal email is also acceptable.</li> </ul>	Department Chair/ Department Secretary
<input type="checkbox"/>	<p>A “Job Offer Approved” email will be sent from HR upon successful background check completion. The applicant will be directed to their online account to review a welcome letter and accept/reject the job offer.</p>	Applicant OR Administrative Specialist
<input type="checkbox"/>	<p>Once the job is accepted and Payroll enters it into the system</p> <ul style="list-style-type: none"> <li>• Employee ID will be created and sent to Administrative Specialist and Department Secretary</li> <li>• Instructions for network and email access will be emailed to the new employee</li> <li>• Returning employees will need to “Recover an Account” to get access at: <a href="#">Wildcat Password Self Service</a></li> </ul>	TAT & Payroll
<input type="checkbox"/>	<p>Prepare for employee’s arrival and onboarding process. Review the <a href="#">New Employees</a> website.</p>	Administrative Specialist/ Department Secretary
<b>After the Search</b>		
<input type="checkbox"/>	<p>If you receive an official transcript to your office, please forward to: Human Resources/ATTN: Talent Acquisition Team Mitchell 1<sup>st</sup> Floor - MS 7425, with copy to Dean’s Administrative Specialist</p>	Administrative Specialist/ Department Secretary