<table>
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<tr>
<th>DATE</th>
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| Set Date            | **Posting of the advertisement:**  
|                     | • Ad placed in TAM, UWSA Website, and other sources  
|                     | • Any professional site recommendations from committee  
|                     | • Send to listservs recommended by committee and others  
|                     | **Meeting of the search and screen committee**  
|                     | • Charge from supervisor  
|                     | • Role of Search & Screen Committee  
|                     | • Review position description  
|                     | • Review recruitment strategy (publications, etc)  
|                     | • Discuss initial screening tool of candidates  
|                     | • Discuss possible semi-finalist interview and reference check questions  
|                     | • Discuss what background information should be provided to semi-finalists prior to interviews  
|                     | • Review of draft search timeline  
|                     | • Confidentiality agreement  
|                     | • Unconscious Bias  
|                     | • Other  
|                     | **Committee finalizes semi-finalist interview and reference check questions**  
|                     | **OHRWD provide Search and Screen Committee members access to TAM to review applications**  
| Deadline Date       | **Application Target Date**  
|                     | Set date **Meeting of the search committee**  
|                     | • Review applicants and determine semi-finalists  
|                     | **Conduct reference checks of semifinalists**  
|                     | • Conducted by committee  
|                     | Set date **Conduct Semi-Finalist Interviews**  
|                     | • May be phone interviews  
|                     | • Screening interviews of semifinalists  
|                     | Set date **Meeting of search committee (debriefing meeting)**  
|                     | • Discuss reference calls; select recommended finalists for on-site interviews  
|                     | • Prepare recommendations for hiring supervisor  
|                     | **Finalist Interviews**  
|                     | **Extend offer & finalize candidate**  
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