



[POSITION TITLE]
SEARCH TIMELINE

DATE	EVENT
Set Date	<p>Posting of the advertisement:</p> <ul style="list-style-type: none"> • Ad placed in TAM, UWSA Website, and other sources • Any professional site recommendations from committee • Send to listservs recommended by committee and others
Set Date	<p>Meeting of the search and screen committee</p> <ul style="list-style-type: none"> • 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	<p>Meeting of the search committee</p> <ul style="list-style-type: none"> • Review applicants and determine semi-finalists <p>Conduct reference checks of semifinalists</p> <ul style="list-style-type: none"> • Conducted by committee
Set date	<p>Conduct Semi-Finalist Interviews</p> <ul style="list-style-type: none"> • May be phone interviews • Screening interviews of semifinalists
Set date	<p>Meeting of search committee (debriefing meeting)</p> <ul style="list-style-type: none"> • Discuss reference calls; select recommended finalists for on-site interviews • Prepare recommendations for hiring supervisor
	Finalist Interviews
	Extend offer & finalize candidate