

## Faculty – Temporary Search Process/Partner Meeting Checklist

STEP #	STEP	PERSON(S) RESPONSIBLE	NOTES
1	Department/Dean is notified of approval to search/fill a vacancy	Provost's Office/Exception to Hire/Justification Form	<input type="checkbox"/> Position announcement sent to Dean for approval cc: HR Director/HR Specialist
2	Outreach to Human Resources	Hiring Manager/Search Chair	<input type="checkbox"/> Position announcement sent to Dean for approval cc: HR Director/HR Specialist <input type="checkbox"/> Names of Search Committee are sent to Dean for approval and cc: HR Director/HR Specialist
3	Post Ad/Retrenchee email	Human Resources	<input type="checkbox"/> Once approved by Provost, HR creates ad in Applicant Tracking system (ATS). <b>All ads 50% greater Fall/Spring or AY are posted for 30 days to meet Article 29; external applicant window to apply can be reduced to as little as 5 days.</b>
4	Applicants Apply/Refer Candidates	Human Resources	Search Committee/Dean will received automated email from NEOGOV when applicants are forwarded from HR 2-3x/week.
5	Candidate Accepts – <b>Successful Search</b>	Human Resources	HR Receives authorization form from Provost.
6	Turndown Letters to other Candidates	Human Resources	

If you have any other questions please contact the Office of Human Resources:

Main Line: 724-357-2431

Sutton Hall, Room G8

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