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| **TEMPLATE****SUNSHINE RECRUITMENT TIMELINE**Position #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DATES** | **EVENT** | **PUBLIC NOTICE** |
|  | Job posting approved and submitted to Human Resources |  |
|  | Job posted on UWF website, external locations and recruitment begins |  |
|  | *OPTIONAL: Meeting with Hiring Official, Search Committee Chair and Human Resources* |  |
|  | Preferred Response Date or Closed Date Reached |  |
|  | Applicant pool approved by Human Resources |  |
|  | *Deadline for submitting 7-day Public Notice* |  |
|  | **RECRUITMENT COMMITTEE MEETING #1*** Charge by Hiring Official (*optional*)
* Important Points - Sunshine Laws
* Review timeline
* Assign member(s) for minutes and public notices
* Processes and Procedures
 | **PUBLIC NOTICE** |
|  | *OPTION 1 – Hiring official selects applications for the recruitment committee to review* |  |
|  | *OPTION 2 – Hiring official has the recruitment committee members review* ***ALL*** *applications* |  |
|  | Deadline for committee members to provide applicant feedback |  |
|  | Hiring Official or designee prepares accumulated applicant feedback and provides to the recruitment committee |  |
|  | *Deadline for publishing 7-day Public Notice* |  |
|  | **RECRUITMENT COMMITTEE MEETING #2*** Review and discussion of candidate accumulated feedback
* Consider candidates for phone interviews
* Committee member assignment for reference checks
* Review phone interview questions

*(NOTE: Phone interviews are at the discretion of the committee. They can elect to go directly to campus interviews.)* | **PUBLIC NOTICE** |
|  | Reference checks conducted |  |
|  | Recruitment chair meets with the Hiring Official to review candidates recommended by the committee for phone interviews |  |
|  | Notification to recruitment committee of candidates selected for phone interviews |  |
|  | Hiring official or designee schedules phone interviews |  |
|  | *Deadline for publishing 7-day Public Notice* |  |
|  | **RECRUITMENT COMMITTEE PHONE INTERVIEWS** * Phone interviews conducted
* After last interview, committee meets to discuss reference checks and consider candidates for campus interviews
 | **PUBLIC NOTICE** |
|  | Recruitment chair meets with the Hiring Official to review candidates recommended by the committee for campus interviews |  |
|  | Notification to recruitment committee of candidates selected for campus interviews |  |
|  | Hiring official or designee schedules campus interviews |  |
|  | *Deadline for publishing 7-day Public Notice* |  |
|  | **RECRUITMENT COMMITTEE CAMPUS INTERVIEWS*** Campus interviews conducted
* After last interview, committee meets to develop master campus interview candidate strengths and weaknesses document
 | **PUBLIC NOTICE** |
|  | Master strengths and weaknesses document provided to Hiring Official |  |
|  | Hiring Official selection of finalist |  |
|  | Offer to finalist – contingent upon successful completion of a background check |  |
|  | Recruitment closed and finalist paperwork prepared |  |
|  | Proposed start date |  |