

**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	
	<i>OPTIONAL: Meeting with Hiring Official, Search Committee Chair and Human Resources</i>	
	Preferred Response Date or Closed Date Reached	
	Applicant pool approved by Human Resources	
	<i>Deadline for submitting 7-day Public Notice</i> <b>RECRUITMENT COMMITTEE MEETING #1</b> <ul style="list-style-type: none"> <li>• Charge by Hiring Official (<i>optional</i>)</li> <li>• Important Points - Sunshine Laws</li> <li>• Review timeline</li> <li>• Assign member(s) for minutes and public notices</li> <li>• Processes and Procedures</li> </ul>	<b>PUBLIC NOTICE</b>
	<i>OPTION 1 – Hiring official selects applications for the recruitment committee to review</i>	
	<i>OPTION 2 – Hiring official has the recruitment committee members review <b>ALL</b> applications</i>	
	Deadline for committee members to provide applicant feedback	
	Hiring Official or designee prepares accumulated applicant feedback and provides to the recruitment committee	
	<i>Deadline for publishing 7-day Public Notice</i>	
	<b>RECRUITMENT COMMITTEE MEETING #2</b> <ul style="list-style-type: none"> <li>• Review and discussion of candidate accumulated feedback</li> <li>• Consider candidates for phone interviews</li> <li>• Committee member assignment for reference checks</li> <li>• Review phone interview questions</li> </ul> <i>(NOTE: Phone interviews are at the discretion of the committee. They can elect to go directly to campus interviews.)</i>	<b>PUBLIC NOTICE</b>
	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	
	<i>Deadline for publishing 7-day Public Notice</i>	

	<b>RECRUITMENT COMMITTEE PHONE INTERVIEWS</b> <ul style="list-style-type: none"> <li>• Phone interviews conducted</li> <li>• After last interview, committee meets to discuss reference checks and consider candidates for campus interviews</li> </ul>	<b>PUBLIC NOTICE</b>
	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	
	<i>Deadline for publishing 7-day Public Notice</i>	
	<b>RECRUITMENT COMMITTEE CAMPUS INTERVIEWS</b> <ul style="list-style-type: none"> <li>• Campus interviews conducted</li> <li>• After last interview, committee meets to develop master campus interview candidate strengths and weaknesses document</li> </ul>	<b>PUBLIC NOTICE</b>
	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	