

Recruitment Process (Administrative)

Effective November 1, 2009

Currently, we send a blank itinerary template to all those on the Search Committee requesting they sign up to meet with candidates. In each case, we must send several emails requesting/begging that Committee Members sign up as itineraries are not full.

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A blank itinerary template will be prepared the same as the current process.

NEW:

- ☞ Day 1: An email will be sent to all search committee members requesting input on the itinerary.
- ☞ Day 3: Administrative member working with that particular search committee will review status of itinerary template. Where available time slots exist, admin member will insert Committee Members names to complete the itinerary based on who last met with recruits (per spreadsheet) and web calendar availability. WebCalendar is the calendar of choice in our department and it is the only calendar that will be checked. Committee members will be rotated (per spreadsheet) ensuring that it is not the same people always selected to meet with the candidates.
- ☞ Final itinerary will be completed and sent to all who signed up to meet with candidate as well as those who were inserted by Admin member to meet with candidate.
- ☞ If you have changes (i.e., you had planned to take the day off but did not have on your calendar, a meeting came up, etc.), you will be responsible for working with your co-members to find someone to fill the slot you need to vacate.
- ☞ Final itinerary will be sent to candidate 3 days prior to visit. Itinerary will be locked except for view mode. Any changes will need to be directed to the Admin member along with brief explanation for change which will be noted on spreadsheet. We all have emergencies come up so please know we will be prepared for these!