

Recruiting for Success: A Guide to Hiring Senior Administrators at Duke



Recruitment Checklist

Planning

- _____ Contact assistant vice president of Recruitment and Talent Management and vice president of Institutional Equity for support and assistance
- _____ Prepare behavioral and competency-based job description
- _____ Determine if job group has hiring goals
- _____ Develop recruitment plan (resources, timeline, budget and review with supervisor)
- _____ Define ideal candidate qualifications

Sign-off by hiring officials' supervisor on recruitment planning

Name/Title

Date

Candidate Pool Developed

- _____ Post position to Duke's job list for required 7-day posting
- _____ Develop candidate sources (internal candidates, advertising, direct mailings, etc.)
- _____ Insure diverse candidate pool and determine applicants for interview process
- _____ Conduct interview process (behavioral interview questions, work-related reference checks and campus visit, if appropriate)
- _____ Determine finalists for further consideration

Sign-off by hiring officials' supervisor on development of well-qualified, diverse candidate pool

Name/Title

Date

Selection and Conclusion

- _____ Make selection decision (confirm with supervisor), extend verbal offer and confirm with written offer letter
- _____ Complete pre-employment steps (final references, background checks and health/drug screens, if required for position)
- _____ Communicate to all applicants and announce the selection decision at Duke
- _____ Close recruitment (applicant flow statistics and new hire paperwork)
- _____ Plan orientation for new administrator
- _____ Evaluate recruitment process

Sign-off by hiring officials' supervisor on recruitment process and selection decision

Name/Title

Date