Dean of Students Office Hiring Guide

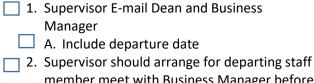
Supervisor - Person to whom chosen candidate reports to

Dean - Dean of Students

Chair - Chair of Search Committee

Unit Admin. Asst. - Administrative Assistant in unit where candidate is being hired to work Business Manager - DOS Office Manager

*STAFF MEMBER VACATING DOS POSITION CONFIRMED



member meet with Business Manager before final departing date

*SUPERVISOR MEET WITH DEAN TO DISCUSS

- 1. Timeline for completing job description
- 2. Timeline for posting job
- 3. Hiring timeline
- 4. Search Committee
 - A. Composition
 - I. SAC Supervisor approval
 - II. Primary role and responsibilities
 - III. Charge for committee 🗌
- 5. Interview Itinerary
 - A. Travel
 - I. Rental Car Y/N
 - II. Hotel Pickup Y/N 🗌
 - B. Schedule (Interview Units)
 - I. Search Committee 🗌 II. Dean

 - III. Supervisor IV. DOS Staff

 - V. Affinity Groups VI. SAC Yes/No 🗌
 - C. Public presentation
 - I. Yes/No 🗌
 - II. Presentation topic
 - D. Creation of evaluation forms

* POSTING POSITION

1. Job Description and Posting

- A. Review most recent job description
 - I. Minimum requirements 🗌
 - II. Preferred requirements
 - III. Work report date 🗌
 - IV. Salary 🗌
 - B. Open until filled or closing date
 - C. Submit finalized job posting to Business Manager

* SEARCH COMMITTEE

- 1. Composition Minimums-Unclassified Positions:
 - A. 2 members from DOS staff, one student and two faculty/staff external to DOS
- 2. Composition Minimums Classified Positions:
 - A. One Dos staff, one unclassified staff and one classified staff
- 3. Video Conference Interviews Y/N
- 4. Recommendation

- A. Provides Pros and Cons or Strengths and Weaknesses to Direct Supervisor
- 5. Notes (what is to be done with personal notes when completed?)
- 6. Create Evaluation forms for each interview session
 - A. Compile Evaluation numbers/results

*LOGISTICS

- 1. Room Reservations-Unit Admin. Asst.
- 2. Travel Arrangements-Unit Admin. Asst.
- 🗌 A. Flight
- 🗌 B. Hotel
- C. Rental Car
- 3. Food arrangements and setup-Unit Admin. Asst.
- 4. Tabulate Evaluations-Chair

*CAMPUS INTERVIEWS

- 1. Meet and accompany candidate to campus sites-Committee
- 2. Introductions to interviewing units -Committee
- 3. Distribute and collect evaluations-Committee
- 4. Communicate with Technology Departments -Supervising Unit

* MATRIX

- 1. Chair in consultation with Supervisor
- 2. The chair responsible for input of candidate values reflecting committee input
 - 3. Supervisor finalizes matrix after on-campus Interviews
 - 4. Finalized matrix given to Business Manager

*FINAL STEPS

- 1. Reference/Job Verification Check-Supervisor
- 2. Criminal Background Check DOS Website -Chair and Business Manager
- 3. Equity & Inclusion-Dean and Business Manager
- 4. Job Offer via phone & Follow-up with written agreement - Supervisor
- 5. Candidates Not Selected Notification -Supervisor
- 6. Draft Notification for E-mail Announcement and submit to Dean-Supervisor