

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**

- ☐ 1. Supervisor E-mail Dean and Business Manager
 - ☐ A. Include departure date
- ☐ 2. Supervisor should arrange for departing staff 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