**Search Strategy**

**First Level Interview Information**

1. First level interview questions (work with hiring managers) to be submitted to HR for review.

|  | **Questions** |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |

1. Provide HR with the dates that the interviewing search committee is available to conduct interview(s).

| ***Week Of:*** | ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** | ***Friday*** |
| --- | --- | --- | --- | --- | --- |
| ***Available Times*** |  |  |  |  |  |

1. Include how much time to allow for each interview, how much time to allow in between each interview and

if you would like the interviews to be recorded.

| **Interview Length** | 20min [ ]  30min [ ]  |
| --- | --- |
| **Amount of Time Between Interviews** | 10min [ ]  15min [ ]  |
| **Record Interviews** | Yes [ ]  No [ ]  |

**Second Level Interview Information**

1. Second level interview questions (work with hiring manager) to be submitted to HR for review.

|  | **Questions** |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |

1. Communicate with and confirm dates of open available time for **ALL** interview participants, including search committee, college councils, Deans, Hiring Managers, President, etc.

| ***Week Of:*** | ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** | ***Friday*** |
| --- | --- | --- | --- | --- | --- |
| ***Available Times*** |  |  |  |  |  |

1. Include how much time to allow for each interview and how much time to allow in between each interview.

| **Committee Interview Length** | 30min [ ]  40min [ ]  45min [ ]  |
| --- | --- |
| **Other Sessions (Levels 7+ only)** |  |
| **Amount of Time Between Interviews** | 10min [ ]  15min [ ]  |
| **Record Interviews** | Yes [ ]  No [ ]  |

1. In addition, submit ANY additional information to be requested of interview – including **teaching demonstrations** and/or **open session/department presentations** or **candidate testing at the testing center**.

| **Teaching Demonstrations?** | Yes [ ]  No [ ]  | Length of time for demo:Audio/Visual needs: |
| --- | --- | --- |
| **Open Session/Department****Presentations?** | Yes [ ]  No [ ]  | Length of time for session:Audio/Visual needs: |
| **Testing Required?**  | Yes [ ]  No [ ]  | Specify Required Tests:  |

**New Hire Information**

1. Please list below the supervisor for this position along with the desired start date and start time.

| **Supervisor:** |  |
| --- | --- |
| **Start Date:** |  |
| **Start Time:** |  |

1. Using the template provided to you by HR, work in conjunction with the search committee and hiring manager to create an onboarding plan to be used for the new hire. Email completed onboarding plan to HR.