

The following is a high-level overview of the Faculty Search Process at the University of Florida. Consider contacting your department's HR office to help you begin the administrative portion of this process.

**1.**

### **Administrative Approval**

All faculty searches must be approved by the Provost/Vice President, Dean or Department Chair of a particular college or unit. Once the position is approved, the hiring authority selects a search committee chair and committee members. The search committee chair and committee members are required to take *GET251 Hiring at UF* course prior to the start of pre-search preparation.

**2.**

### **Pre-Search Preparation**

During the planning process, the main goal of the search committee and its chair is to develop a recruitment plan that includes the following:

- The job description used to advertise the position
- The basic qualifications all applicants must possess to be considered for the position
- The advertising plan for the position
- The criteria used to determine which applicants will be selected for interviews

**3.**

### **During the Search**

Identify specific data/information that could assist in assessing the size, depth, and range of candidates in the pool. At the time of outreach and applicant pool review, it is essential to complete the following:

- Actively reach out to a broad pool of applicants. Consider whether the demographics of the pool broadly reflect the national availability
- Keep track of recruitment efforts taken during the outreach period
- Determine whether applicants who submitted an application meet the minimum requirements stated in the advertisement for the position. Notate reasons for individuals who did not meet the basic qualifications
- Assess if the recruitment period needs to be extended
- Fully evaluate all applicants for the position using objective criteria and established evaluation mechanisms. Notate reasons for applicants who do not move forward for further consideration as a committee, select first round candidates

4.

**Interviews**

This phase may overlap with the “During Search” phase as phone screenings might be taking place when evaluating applicants that will be invited for a campus visit. Key objectives for this phase are the following:

- Select second-round candidates
- Develop criteria for campus visit interviews
- Set agenda including job talks for each candidate invited for campus visit
- Continue to seek information about candidates if needed
- Select finalists and present to hiring authority along with a list of strengths, weaknesses and possible contributions of each candidate

5.

**Offer**

Prior to an offer being made, the following administrative steps must be completed to conclude the faculty search:

- Work with HR administrator to complete the administrative paperwork to extend the offer
- Conduct reference calls prior to an offer made
- Gather notes of the search
- Notify unsuccessful candidates
- Offer is extended by the hiring authority

6.

**Post-Search**

Once the candidate is selected, it is essential to take any additional steps necessary to help his/her transition to UF.

- Provide candidate with resources for relocation if necessary
- Develop a welcome plan for incoming faculty