

Juniata College
Huntingdon, PA 16652
Checklist for Hiring an Administrator

Position Opening: _____

Date Announced: _____

- _____ Present to President initial request for hire
- _____ Confirm job announcement with Vice President
- _____ Email copy of advertisement and list of publications where you want it published to the Office of Human Resources for placement in media.
- _____ **Provide a copy of current Job Description for the position advertised to Human Resources**
- _____ Identify members of search committee
- _____ Review applications / Obtain official credentials
- _____ Seek feedback from designated search committee
- _____ Select applicants to be interviewed – Contact candidates
- _____ Discuss Recruitment process with Human Resources
- _____ Set up interview schedule with appropriate individuals including Director of Human Resources
- _____ Distribute interview schedule and copy of resume to interviewers
- _____ Human Resources will provide to each candidate during the interview process Background Check Documents including Consent Form, Summary of Rights and College Policy. If candidate has lived or worked in California, they are to receive the California Notice as well. (Located on the JC Website)
- _____ Interview candidates
- _____ Forward receipts/documentation for recruitment expenses to Human Resources
- _____ Receive and review Interview Evaluation Forms
- _____ Check references
- _____ Make recommendation to Vice President
- _____ Telephone offer made by Vice President or by Hiring Manager with start date being contingent upon results of background check
- _____ **Prior to your new hire's arrival on campus, you will need to visit the HR website at <http://services.juniata.edu/hresources/DepartmentSupervisors.htm> to familiarize yourself with your responsibilities in the New Hire Orientation process**
- _____ **Return all applicant files to Office of Human Resources with list of those interviewed**
- _____ Prepare Authorization for Letter of Employment, obtain required signatures and forward signed authorization to Human Resources