

**Juniata College**  
**Huntingdon, PA 16652**  
Checklist for Hiring Faculty

Position Opening: \_\_\_\_\_

Date Announced: \_\_\_\_\_

- \_\_\_\_\_ Present to Provost initial request for hire
- \_\_\_\_\_ Confirm job announcement with Provost
- \_\_\_\_\_ Email copy of advertisement and list of publications where you want it published to the Office of Human Resources for placement in media.
- \_\_\_\_\_ 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 Faculty Assistant
- \_\_\_\_\_ Receive and review Interview Evaluation Forms
- \_\_\_\_\_ Check references
- \_\_\_\_\_ Make recommendation to Provost
- \_\_\_\_\_ Telephone offer made by Provost or 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