UNIVERSITY OF ILLINOIS SYSTEM

System Office
Academic Professional Search Checklist

1. Job description draft sent to System HR (new or revised positions).

2. System HR prepares final job description draft for unit review and approval and suggests salary range. Unit provides salary range, CFOAPAL for position as well as CFOAPAL for background check to System HR.

3. System HR submits Hiring Exception Form in HireTouch to obtain required approvals.

4. Unit approves final job description; System HR prepares draft ads for unit review.

5. Unit provides position/search information to System HR (search committee members; FOAP for position and advertising; preferred advertising sources; AVSL approver).

6. System HR submits PAPE for approval.

7. System HR prepares EEO Form I and submits to unit hiring manager for approval.

8. Hiring manager approves Form I; System HR EEO Liaison and EEO AVP approves.

9. Once approved, System HR posts position announcement.

10. Applicants apply for position via Applicant Tracking System (HireTouch); EEO acknowledgment letters automatically generated and sent to applicants who meet minimum Bachelor's degree requirement; applicants not possessing a Bachelor's degree receive an automated notification of application status (no longer under consideration).

11. Search committee accesses HireTouch to review resumes/applicant materials.

12. Search committee identifies candidates to interview for position.

13. System HR schedules interviews and pre-screens candidates.

14. System HR/Search Committee interview best qualified candidates.

15. System HR/Search Committee identifies preferred candidate for position; complete final ranking.

16. System HR conducts reference checks.

17. System HR submits final choice, proposed salary, reference results, and interview questions via EEO Form II to hiring manager, System HR EEO Liaison, and EEO AVP for approval.

18. Once approved by EEO, System HR extends offer to preferred candidate.

19. If offer accepted, System HR prepares offer letter and sends to candidate; when signed offer letter received, background check process initiated.

20. If background check clears, System HR facilitates onboarding process.

21. If offer declined, System HR consults with hiring manager to determine if second candidate will be offered position. If yes, continue from #16. If no, further discussions between System HR and hiring manager regarding next steps.