

**Prior to Initiating Recruitment**

- Schedule departing employee for **exit interview** with Employee Relations (515-4295) for SPA or EPA professional employees. Contact Office for Equal Opportunity (515-3148) to schedule faculty exit interviews.
- Consider all alternatives such as job sharing or redesigning position responsibilities. Also consider employing a temporary employee through University Target Staffing (UTS) by calling 515-7060.

**Recruitment**

- Submit online Vacancy Notice in the Online Employment System (<http://jobs.ncsu.edu/hr>).
- Attach any advertisements you wish to use under the "Attachments" tab.

**Selection**

- For EPA positions only, submit Interim Recruitment Report online before conducting interviews.
- Create interview questions.
- Conduct reference checks on selected candidate.
- Complete Hiring Proposal online and submit to Employment Services.

**Appointment**

- After receiving approval from Employment Services, make a verbal offer of employment to selected candidate contingent upon a successful background check.
- Send letter of confirmation to new employee noting classification title, band level, rate of pay, work hours, limits on the duration of appointment, type of employment, the background check release form and mandatory attendance at orientation and safety training.
- Send all candidates interviewed and not hired and all internal applicants notification letters regarding the status of the position. Maintain copies of the notification letters in the search file.
- Contact Personnel Representative for new hire paperwork, scheduling orientation, etc.

**Record keeping**

- Retain a search folder that contains work samples, interview questions and notes, correspondence with applicants, and all documentation pertinent to the hiring decision. This documentation should be retained for **three years** from the last date of activity.
- A file should be created for your selected candidate. Initially it should include their application and resume, interview notes, prior employment documentation, a copy of the Time Limited Acceptance form and anything else you feel is pertinent to the hiring decision. This file will remain active for as long as you employ this person and will be retained for two years afterward.