



## Administrative Assistant Search Guide for Chairs

	What	Who	Notes
	Job description reviewed and updated	Current AA, Chair, and Lisa Ferrin	The Dean's Office should have this, but most up-to-date description is not always on file with the Dean's Office, so check with the AA to see when he or she last updated it. Ask them for their own copy if they have it.
	Job posting created	Lisa Ferrin and Chair	
	Submission of the job posting for approval	Lisa Ferrin sends it to Sally Hogan and ...	The salary and hours are set by CAS, not HR. Sally Hogan can provide information about the salary and hours to be shared with applicants during phone screening. Applicants will ask about yearly salary and hourly wage. Sally can provide both. Internally, a range is provided but not shared with applicants.
	Job is posted online and applications are on Engage SU.	HR	Access is granted to the Chair. If someone else on the interviewing team needs access, contact Lisa Ferrin.
	Review of applicants and development of a short list for phone screenings	Chair and others involved in hiring	Review HR Manual, especially Section 3 on Staff Recruitment and Appointment.  Note that some applicants will use LinkedIn in place of some information. HR does not have a policy against this, but the customization of the materials submitted may be taken into consideration in the selection process.
	Questions for phone screening and in person interview written	Chair and others involved in hiring	Sample questions are available from EngageSU
	Phone screenings	Chair and others involved in hiring	Top 6-10 applicants selected for phone screenings. Chair contacts through email and suggests a phone appointment time.

	<b>What</b>	<b>Who</b>	<b>Notes</b>
	Selection of applicants to interview	Chair and others involved in hiring	
	In-Person interviews	Chair and others involved in hiring	<p>Arrange for a parking permit.</p> <p>No minimum number of in-person interviews required. Interviews can continue or cease depending on results.</p>
	Selection of applicant to receive offer	Chair and others involved in hiring	<p>Discussion of salary given the particular applicant's qualifications takes place between chair (and hiring committee) and Sally Hogan and Lisa Ferrin. HR does not decide this.</p>
	Reference Checks	Chair and others involved in hiring	<p>The HR Manual requires at least two reference checks.</p> <p>Sample staff reference check questions are available through EngageSU.</p>
	Final agreement on salary to be offered	Chair and others involved in hiring contact Lisa Ferrin and Sally Hogan to get final word on the salary	<p>Salary and start date approved by Sally Hogan.</p>
	Applicant receives offer and is referred to HR for benefit information	Chair	<p>HR recommends giving the person 24 hours to accept the offer, but there is no set timeline.</p>
	Applicant accepts offer	Chair	<p>Chair notifies Lisa Ferrin and Danika Ham in HR that offer has been accepted. Salary and start date must be included in email.</p>
	Offer in writing made and accepted electronically	HR	<p>Chair receives acceptance. HR begins the background check which is completed by the candidate online. Offer is contingent on results of the background check.</p>