



9. Interview Selection is submitted to EEO & Diversity
  - a. The Adverse Impact Analysis (AIA) is prepared and forwarded to the President/Vice Chancellor along with the ISS for approval
10. Once the ISS and AIA are received in HR-Employment, the Interview Invitations are e- mailed to selected candidates
  - a. Allow at least 7 business days for internal recruitments
  - b. Allow 2-3 weeks for external recruitments
11. Interviews are conducted
  - a. Interview materials are prepared and picked up by the Chairperson
  - b. Second interviews, if any
    - i. Coordinated by Chairperson
12. Selection paperwork is submitted to HR-Employment with all notes from interviews and reference checks
13. Once the offer is approved by the Director, Employment & Professional Development, it is extended to the candidate
  - a. A candidate is given 24 hours to respond to an offer
    - i. If more time is requested, the Chairperson is notified and a decision is made
14. If accepted, pre-employment processing is coordinated with the candidate (skip step 16)
15. If declined, the chairperson is notified and Steps 12-14 are repeated
16. Chairperson is notified when offer is accepted
17. Pre-employment processing is completed
18. When a start date is established, the Chairperson will be notified
  - a. The Chairperson can request a person to begin on a certain date, but it is not guaranteed
    - i. Note: A new hire cannot begin any assignment without completing a processing appointment
19. Once a start date is established, non-select letters are sent to candidates that were interviewed
  - a. Candidates are not notified until the new hire is cleared to start