**Dean of Students Office Hiring Guide**

**Supervisor** - Person to whom chosen candidate reports to  
**Dean** - Dean of Students  
**Chair** - Chair of Search Committee  
**Unit Admin. Asst.** - Administrative Assistant in unit where candidate is being hired to work  
**Business Manager** - DOS Office Manager

**STAFF MEMBER VACATING DOS POSITION CONFIRMED**

1. Supervisor E-mail Dean and Business Manager.  
   A. Include departure date  
2. Supervisor should arrange for departing staff member meet with Business Manager before final departing date

**SUPERVISOR MEET WITH DEAN TO DISCUSS**

1. Timeline for completing job description  
2. Timeline for posting job  
3. Hiring timeline  
4. Search Committee  
   A. Composition  
      I. SAC Supervisor approval  
   II. Primary role and responsibilities  
   III. Charge for committee  
5. Interview Itinerary  
   A. Travel  
      I. Rental Car Y/N  
      II. Hotel Pickup Y/N  
   B. Schedule (Interview Units)  
      I. Search Committee  
      II. Dean  
      III. Supervisor  
      IV. DOS Staff  
      V. Affinity Groups  
      VI. SAC Yes/No  
   C. Public presentation  
      I. Yes/No  
      II. Presentation topic  
6. Creation of evaluation forms

**POSTING POSITION**

1. Job Description and Posting  
   A. Review most recent job description  
      I. Minimum requirements  
      II. Preferred requirements  
      III. Work report date  
   IV. Salary  
   B. Open until filled - or - closing date  
   C. Submit finalized job posting to Business Manager

**SEARCH COMMITTEE**

1. Composition Minimums - Unclassified Positions:  
   A. 2 members from DOS staff, one student and two faculty/staff external to DOS  
2. Composition Minimums - Classified Positions:  
   A. One Dos staff, one unclassified staff and one classified staff  
3. Video Conference Interviews Y/N  
4. Recommendation

**A. Provides Pros and Cons or Strengths and Weaknesses to Direct Supervisor**  
5. Notes (what is to be done with personal notes when completed?)  
6. Create Evaluation forms for each interview session  
   A. Compile Evaluation numbers/results

**LOGISTICS**

1. Room Reservations-Unit Admin. Asst.  
2. Travel Arrangements-Unit Admin. Asst.  
   A. Flight  
   B. Hotel  
   C. Rental Car  
3. Food arrangements and setup-Unit Admin. Asst.  
4. Tabulate Evaluations-Chair

**CAMPUS INTERVIEWS**

1. Meet and accompany candidate to campus sites-Committee  
2. Introductions to interviewing units -Committee  
3. Distribute and collect evaluations-Committee  
4. Communicate with Technology Departments -Supervising Unit

**MATRIX**

1. Chair in consultation with Supervisor  
2. The chair responsible for input of candidate values reflecting committee input  
3. Supervisor finalizes matrix after on-campus Interviews  
4. Finalized matrix given to Business Manager

**FINAL STEPS**

1. Reference/Job Verification Check-Supervisor  
2. Criminal Background Check DOS Website - Chair and Business Manager  
3. Equity & Inclusion-Dean and Business Manager  
4. Job Offer via phone & Follow-up with written agreement - Supervisor  
5. Candidates Not Selected Notification - Supervisor  
6. Draft Notification for E-mail Announcement and submit to Dean-Supervisor