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
   D. 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-Classified Positions:
   A. 2 members from DOS staff, one student and two faculty/staff external to DOS
☐ 2. Composition Minimums - Unclassified 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