



# Search Checklist

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Discuss ideal candidate with Talent Acquisition Consultant (TAC) and Business Partner

Review of applicant matrix

Send Business Partner list of applicants to be interviewed and dates

Conduct 1st round interviews

Inform Business Partner of finalists and 2nd round interview dates

Conduct 2nd round interviews

Conduct online and offline reference checks for finalist

Reconfirm budget with Office of the Provost before giving out compensation information to candidate

Make verbal offer to candidate after getting approval from Appointing Authority

Inform Business Partner that offer has been accepted and hire date (1st or 15th of the month)

Inform all other interviewed candidates that they were not selected

Discuss the onboarding next steps with Business Partner and TAC