**Staff Searches: A general overview**

The primary responsibility and initiative for launching a recruitment lies with the hiring manager. As the hiring manager, it is recommended that you convene the first session of the search committee, outlining the characteristics and responsibilities of the position, identify the required and preferred qualifications of candidates, and establish a deadline for the search committee to forward recommendations. A close and ongoing consultative relationship between the search committee and the appointing officer is encouraged.

As the hiring manager, one of the most important responsibilities you have is to staff your organization with the most qualified individuals in the job market. Consequently, you play a critical role in conducting an effective and successful selection process. A goal of the University is to hire the best-qualified candidates and fill positions in a timely manner. To achieve this goal we use an open employment system utilizing widely published postings that promote inclusive hiring. Throughout this process, you have a high degree of autonomy and thus more accountability.

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