

## CHART OF ROLES AND RESPONSIBILITIES

Phase	Activity	Hiring Manager	Search Committee	Search Committee Chair	HR Representative	Talent Acquisition and Recruitment	Compensation	Equal Employment Opportunity
<b>Before the Search:</b>	Define the position and create PD	✓			✓		✓	
	Develop a recruitment strategy	✓		✓	✓			
	Develop a résumé review and interview implementation plan	✓		✓	✓			
	Create posting	✓		✓	✓	✓		
<b>During the Search:</b>	Internal and external advertising		✓	✓	✓	✓		
	Recruitment search committee charge meeting	✓	✓	✓	✓			
	Applicant screening	✓		✓	✓			
	Interviewing and selecting	✓	✓	✓	✓			
	Professional reference checks	✓				✓		

Phase	Activity	Hiring Manager	Search Committee	Search Committee Chair	HR Representative	Talent Acquisition and Recruitment	Compensation	Equal Employment Opportunity
	Hiring proposal				✓	✓		✓
	Background check					✓		
	Conditional offer made to finalist	✓			✓			
	Official offer letter					✓		
<b>During the Search:</b>	Documentation	✓	✓	✓	✓	✓	✓	✓
	Evaluation	✓	✓	✓	✓			