Begin with a well-written job advertisement – be specific and clear about the minimum qualifications

Complete *Request to Advertise* multi-copy document and include job vacancy announcement, job description, job advertisement, and advertisement distribution plan

Route packet for signatures

When the packet reaches the EEO Office for approval, a Web link will be generated for *NSU Candidate Self-Identification*. This link **must** be included in the *Acknowledgment Letter* sent to all potential applicants and applicants. The EEO Officer will provide the link to the unit supervisor or committee chair.

HR will contact supervisor when the request has been approved; Do NOT post until approval has been given: HR will post all job advertisements on the Civil Service job site and via Messenger; it is the unit's responsibility to post to all other locations noted in the advertisement distribution plan.

As potential applicant packets are received, use the *Potential Applicant & Interview Chart* (Excel spreadsheet posted on University Planning, Assessment & EEO Web page: http://universityplanning.nsula.edu/eeo/) to log each packet; this will assist you in determining who is an applicant and can be interviewed.

Send *Acknowledgement Letter* to applicants and potential applicants (http://universityplanning.nsula.edu/eeo/). This letter is mandatory for compliance with the Federal Clery (Campus Security) Act.

Search Committee Chair should convene Search Committee to review applicant packets and determine who will be interviewed.

Conduct interviews

After interviews have been conducted and a decision made regarding the job offer, complete the *Request to Appoint* (or *Change of Status*) multi-copy document. Include the *Potential Applicant & Interview Chart*, the *Analysis of Efforts & Profile Chart*, and the successful candidate's application packet. For one year, keep on file the packets of all other candidates who were interviewed.