The Office of the Vice Provost for Student Success (VPSS) requires all units to follow the University of Kansas Human Resources and Equal Opportunity (HREO) Guidelines in addition to the Student Success Search Expectations outlined below.


### Director (or Designee) Expectations

(1) The Director has a verbal conversation with VP/AVP to discuss plans to fill a vacancy and receive initial verbal approval to begin with the search request.

(2) Review HREO Guidelines for Successful Recruiting.

(3) Complete the Student Success “Request to Initiate” document for all USS and UPS actions and submit through the position description review process in PeopleAdmin.

(4) Meet with search committee to set expectations and plan for the search.

### Search Committee Expectations

(1) Chair should review [Search Committee Chair Responsibilities Checklist](http://www.hreo.ku.edu/files/documents/UPS_USS_Recruit_Guidelines.pdf) on page 29 of the HREO guidelines.

(2) Search Committee members should complete Student Success Diversity Training.

(3) HREO & VPSS requires the completion of the HREO search training by the chair within the previous two years. It is also preferred that everyone on the search committee attend this training. A schedule for upcoming sessions can be found at [www.hreo.ku.edu/training/info/course_details/2](http://www.hreo.ku.edu/training/info/course_details/2).

(4) Membership should include at least one student representative.

### Screening Process

(1) Screening of applicants should be completed by the search committee or a screening committee. Screening instruments should be used for ALL applicants. If a screening committee is used, a minimum of two members should screen applicants for required qualifications and completeness of application materials.

(2) The screening committee will provide the process used and a list of all applicants who did not meet required qualifications to the search committee.

- A sample screening tool can be found on page 31 of HREO’s Guidelines for Successful Recruiting handbook.
- Directions on how to run an “Applicant Screening Instrument” report in PeopleAdmin can be found in the PeopleAdmin Navigation Guide on page 48.

### Interview Plan

(1) For UPS searches, all candidates should be interviewed by the VP/AVP or designee.

(2) Consider the following for all searches:

- Department Director
- Supervisor
- Department Staff
- Student group(s)
- Campus Tour
Selection Process (in addition to HREO guidelines, page 20)
   1. Applicants will be evaluated based upon the required qualifications, preferred qualifications, job responsibilities as listed on the position announcement and the interview.
   2. The search committee will meet following the interviews to critique and develop a report that will indicate to the Director acceptability of the candidates.
   3. Evaluative input will be requested of all those involved in the interview process.
   4. For all UPS searches, the Director will have a discussion with the AVP/VP regarding selection before an offer is made.

Record Keeping (in addition to HREO guidelines, page 21)
   1. For all Student Success searches, the “official” search file will be maintained in the unit office of the vacant position.