



LPL Recruitment Process

As you move through the recruitment process, refer to the [UA Guide to Successful Searches](#), which includes links, guidance, and information about Diversity Requirements, Recordkeeping Requirements, Search Committees, Position Descriptions and Announcements, Recruitment and Advertising, Applicant Screening, Communication, Reference Checks, Candidate Visits, and Public Disclosure, as well as a library of interview questions and sample letters (reference checks, letters to applicants and candidates).

REQUESTING A JOB POSTING

1. Request position via email to LPL-Recruiting@email.arizona.edu
 - a. You will be forwarded a link to the **LPL Position Posting Request Form**
 - b. Complete/submit the LPL Position Posting Form and forward questions/comments to LPL-Recruiting@email.arizona.edu
 - c. LPL Recruiting will review to ensure information is accurate and in compliance with University policy and best practices.
2. Position will be posted in the [University of Arizona Talent system](#). All job postings are sent to [Arizona @ Work](#), Arizona agencies that specifically support diversity in hiring, and [HigherEdJobs.com](#). Occasionally, [Indeed.com](#) will copy and post University of Arizona jobs at no cost to UArizona or our department. If you feel your position requires additional advertising, please let us know. Positions must be posted for 7 days.

MANAGING YOUR APPLICATIONS

1. The [Search Committee](#) (see definition below) is responsible for the recruiting of their position, and should begin checking the [Talent system](#) and flagging applicants no later than 3 days after applicants appear on committee's applicant tracking dashboard.
 - a. To flag applicants, mark a colored flag next to each application (i.e. Green = Highly interested in applicant, Yellow = May be interested in applicant, Red = Not interested.)
 - b. See attached [Talent Applicant Management Guide](#) for complete instructions.

Definition:

[Search committee](#): a group of three* or more individuals who convene to identify, evaluate, and recommend qualified candidates for a position.

*using a search committee is recommend for all full-benefits-eligible positions and is REQUIRED for managerial, administrative, and faculty positions. Faculty recruitments may have additional requirements.

INTERVIEWING

1. Once applicants have been reviewed, the Search Committee can begin the interview process. The University of Arizona requires the following:
 - a. Only applicants who meet minimum qualifications can be considered for a position
 - b. For all competitive recruitments, a minimum of two qualified candidates (applicants who meet minimum qualifications) must be interviewed when the applicant pool yields ten or more qualified candidates.

2. Applicant Communication
 - a. Search Committee MUST respond to all applicant inquiries within two business days and must notify all interviewees of their status within five business days of the interview round completion.
 - b. Applicant communication should be done within Talent.
3. Structured Interviews. The interview process must be standardized for all candidates for a position.
 - a. All candidates must be interviewed by the same set of search committee members
 - b. All candidates must be allowed the same amount of time for the interview
 - c. All candidates must be asked the same set of interview questions. Interview questions MUST include at least two values-based interview questions during either the 1st or 2nd round of interviews. A good list of interview questions can be found in the [UArizona's Library of Interview Questions](#).
 - d. Interview notes/recommendation should be recorded in Talent.
 - e. Once your final candidate(s) have been selected, you may move to reference checks. You MUST complete disposition codes in Talent for the candidates you did not choose.
4. Reference Checks
 - a. Reference checks are conducted after the interview process is completed. In most cases, a search committee will contact references for only one finalist. However, if the committee is still considering multiple candidates after the interviews, it can contact references for all candidates to aid in its decision.
 - b. A member of the search committee should notify candidates before contacting their references.
 - c. Reference checks should be completed before extending an offer letter.
 - d. A list of sample reference check questions can be found in the [UArizona Guide to Successful Searches](#)

FINAL STEPS

1. Once a final candidate is identified, inform LPL-Recruiting@email.arizona.edu of your selection.
 - a. LPL Recruiting will verify all tasks have been completed in Talent and will prepare the Offer letter.
 - b. Once offer letter is approved by the University it will be presented via Talent.
 - No paper offer letters may be sent
 - No offer letter may be sent without approval. NO Exceptions