Phase	Task	Owner	Completion Date
Plan Recruitment (2 weeks)	• Form Recruiting Committee • Review vacancy • Develop Recruitment Plan		
Develop Recruiting Materials (1 week)	• Update/develop job description • Complete/approve *Recruitment Request Form* • Develop *Interview Selection Criteria* and *Interview Guide*		
Source Candidates (4 weeks)	• Complete/approve *Job Advertisement Form* • Identify advertising locations • Post job in advertising locations • Track candidate applications		
Manage and Screen Candidates (2 weeks)	• Review candidate applications • Select candidates for interview • Schedule candidates for interview		
Interview and Select Candidates (3 weeks)	• Interview candidates • Conduct reference check • Select candidate to make a job offer		
Extend and Confirm Offer (2 weeks)	• Extend offer letter • Prepare contract • Confirm start date		