

K-STATE STUDENT UNION Staff Recruitment Action Plan

This form is to be completed by the **hiring supervisor** in its entirety before seeking Department Head and Executive Director approval.

Position: _____ Wage Range: _____ Work Schedule: _____

Search Committee (min. of 2 plus HR rep.): _____

Recruitment Type: Internal and External External only Internal only Person Completing Form: _____

Application Requirements: Application/Résumé only Application and Résumé Application, Résumé and Cover Letter Other: _____

Department Head Approval: _____ Executive Director Approval: _____

Initial interviews to be conducted: In-person Zoom Other: _____ Skills Testing: Yes No Type: _____

Finalist(s) to meet with: Senior Team Dept. staff All full-time staff Campus stakeholders (list): _____

Tours to be conducted: Union Campus Manhattan Other: _____

Target timeline for recruitments: Entry to mid-level: 4.5 weeks; Supervisor to senior-level: 8.5 weeks (May be longer depending on scope of recruitment).

Action to Take	Person(s) Responsible	Start Date	End Date	Target Date	Notes
Receive Dept. Head & Executive Director approval	Supervisor			< Wk 1	Same day
Identify search committee members	Supervisor			< Wk 1	Same day
Date recruitment to begin and close	Supervisor			< Wk 1	Entry to mid-level = 2 wks (Manager/supervisor to senior-level = 4 wks)
Review position description & provide suggested edits to HR	Supervisor			< Wk 1	Within two days of receipt
Schedule Initial Charge Meeting	HR Rep.			Wk 1	
Identify interview questions	Supervisor			Wk 1-2	Deadline prior to recruitment closing
Applicant materials available on Teams	HR Rep.			Wk 1-2	As received
Screen applicants for qualifications	Search Cmte.			Wk 2.5	As received; no later than two days after position closes
Calculate cumulative scores, discuss scoring and determine interviewees	Supervisor and HR Rep.			Wk 2.5	Generally 2 days after position closes
Schedule first-round interviews	HR Rep.			Wk 2.5-3	Interviewing should be a HIGH priority
Conduct first-round interviews	Search Cmte.			Wk 3	Every attempt should be made to complete interviews w/i one week
Discuss interviewees and determine finalists	Search Cmte.			Wk 3.5-4	If applicable
Conduct finalist interview(s) and skills testing	Search Cmte.			Wk 4	If applicable
Finalists meet w/ Executive Director (approx. 20 minutes)	Supervisor			Wk 4	Same day as finalist interview(s)
Conduct <i>Strengths Summary</i> meeting	Search Cmte.			Wk 4.5	Within 1 day of finalist interviews
Obtain 3 references for top candidate(s)	Supervisor			Wk 4.5	References should be secured within 2 days of <i>Strengths Summary</i> meeting
Ensure all original forms are returned to HR and ensure documentation is complete	HR Rep.			Wk 4.5	
Provide recommendation to Exec. Dir.; Exec. Dir. signs <i>Strengths Summary</i> of final candidate	Supervisor/ Executive Dir.			Wk 4.5	Same day as HR documentation review
Provide <i>conditional</i> job offer to top candidate	Supervisor and HR Rep.			Wk 4.5	Same day as approval from Executive Director is received

Additional Information to Aid in Recruitment:

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Recruitment Advertising Options			
Area Agencies	Check to Select	Area Student Unions	Check to Select
Big Lakes Developmental Center, Inc.		Emporia State University	
Highland Community College		Fort Hays State University	
Junction City Chamber of Commerce		Pittsburg State University	
K-State Career Services (Handshake)		University of Kansas	
Manhattan Chamber of Commerce		Washburn University	
Manhattan Christian College		Wichita State University	
Manhattan Area Technical College			
Older Kansans Employment Program		Area Colleges	Check to Select
Wamego Chamber of Commerce		Baylor University	
Washburn Technical College		Butler University	
Workforce Centers - Manhattan & Junction City		Donnelly College	
Fort Riley		Haskell Indian Nations Uni.	
		Iowa State University	
		Lincoln University	
		Neosho Co. Comm. College	
		Oklahoma State University	
		Texas Christian University	
		Texas Tech University	
		University of Kansas	
		University of Oklahoma	
		University of Texas	
		West Virginia University	
Online Resources	Check to Select	Additional Advertising Resources (Professional trade organizations, etc.)	
ACUI - Association of College Unions International			
Diversityjobs.com			
Higheredjobs.com			
Indeed.com			
Insightintodiversity.com			
Jobslist.com			
LinkedIn.com			
Nowhiringkansas.com			
Print Media*	Check to Select		
Topeka Capital Journal			
Junction City Daily Union			
Kansas City Star			
Manhattan Mercury			
Wamego Times			

Additional Information to Aid in Recruitment:

* Includes media online platforms

For Human Resources Use Only			
Advertising		Post-Interviews	
PD approved, revised as necessary		Received Strength Summaries	
Position added to vacancy search file		Received interview forms	
Position blasted to employees		Received reference checks	
Ads submitted for publication		Background check submitted	
Union Marketing to update website		New hire meeting scheduled	
Applications and Pre-Screening	Check to Select	Retention Paperwork	Check to Select
Application paperwork collected		Recruit. Plan form	
Applicant tracking spreadsheet completed		Application Flow Log	
Received behavioral interview questions		Position description	
Received all completed screening sheets		Applications	
		Screening sheets	
		Interview sheets	
		Inter. review forms	
		Strength Summaries	
		Reference checks	

Total Number of Applications Received*: _____

*Applicants who met MQs only

For Human Resources Notes Only: