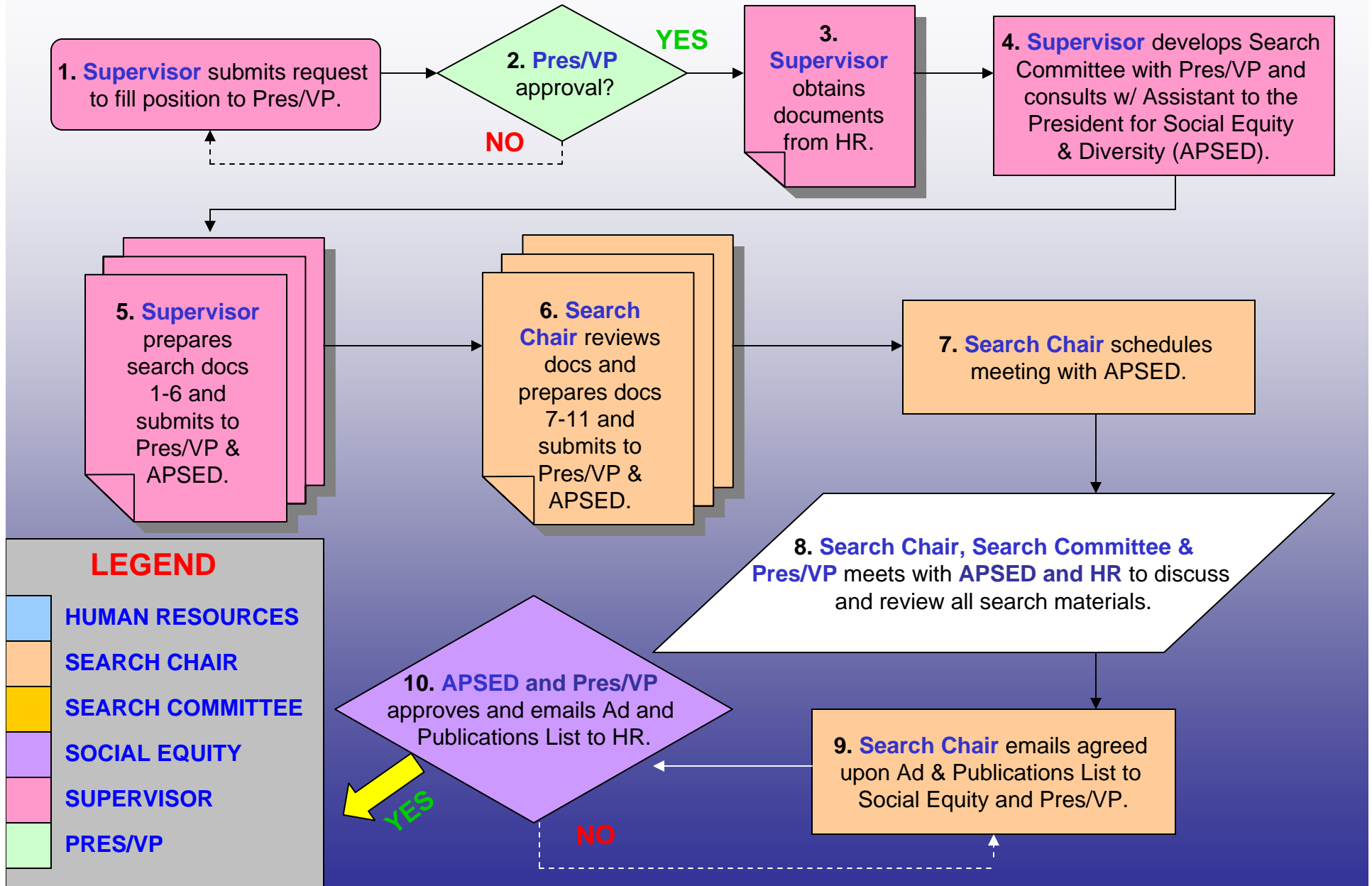


# ADMINISTRATIVE SEARCH PROCESS FLOWCHART

For Managers 190 and above, State University Administrator 3's and the Supervisory Physician.

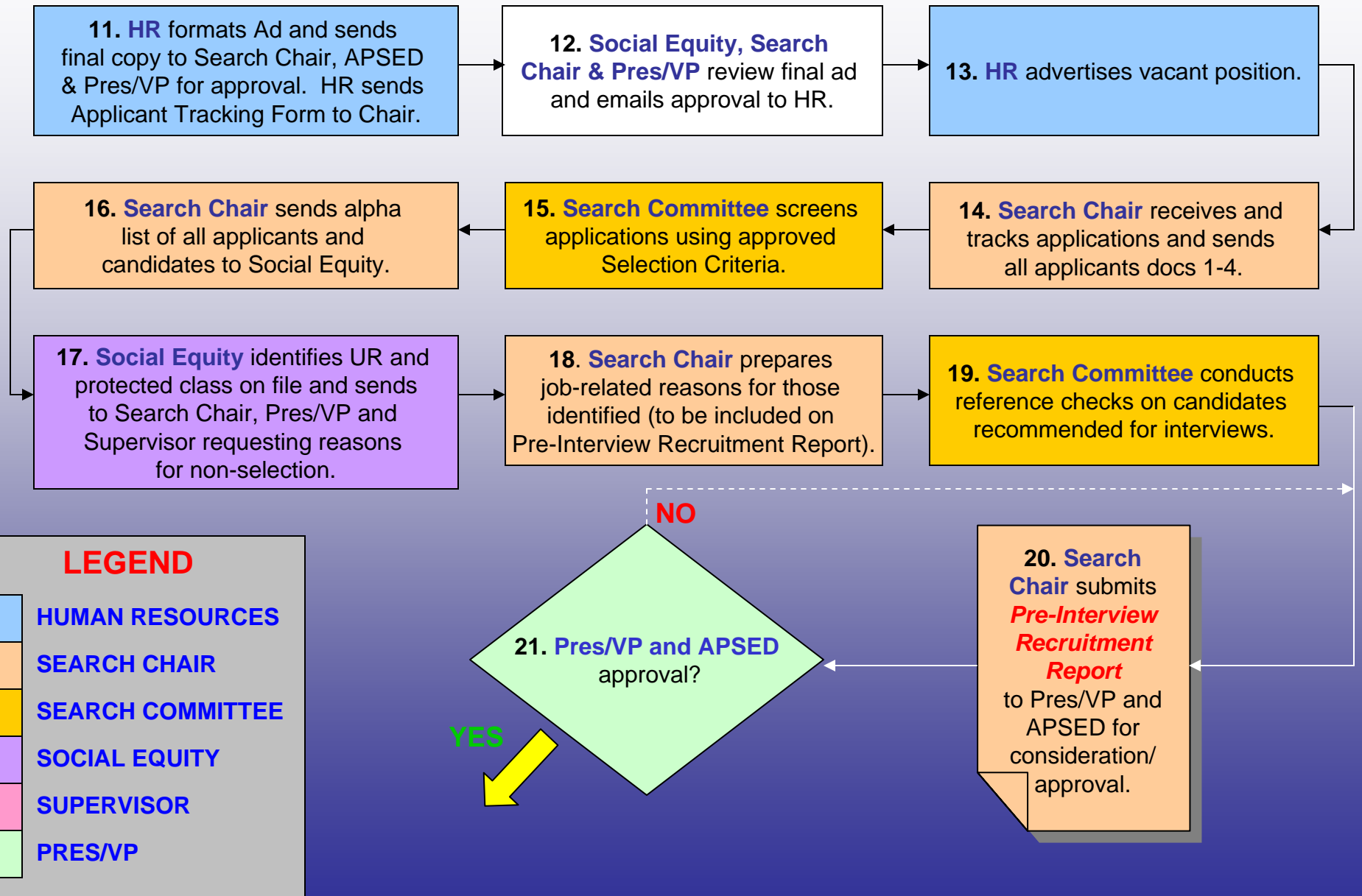
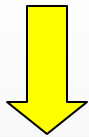
[A separate process is used for faculty, coaches, and staff.]



# ADMINISTRATIVE SEARCH PROCESS FLOWCHART (cont.)

For Managers 190 and above, State University Administrator 3's and the Supervisory Physician.

[A separate process is used for faculty, coaches, and staff.]



# ADMINISTRATIVE SEARCH PROCESS FLOWCHART (cont.)

For Managers 190 and above, State University Administrator 3's and the Supervisory Physician.

[A separate process is used for faculty, coaches, and staff.]



22. Social Equity emails approval to Chair and Supervisor.

23. Search Committee conducts interviews.

24. Supervisor reviews Pos. Desc. & Essential Func. Forms, and obtains signatures from each. Supervisor distributes Post-Interview Evaluation Forms.

25. Supervisor processes Travel Expense Voucher for interviewee's reimbursement of travel expenses.

26. Search Chair submits *Post-Interview Recruitment Report*, including unranked recommendations to Pres/VP and APSED for consideration/ approval.

27. Pres/VP and APSED approval?

NO

YES

28. Pres/VP prepares *Administrative Appointment Form* and submits w/ Post-Int. Recr. Report to APSED.

29. APSED affirms recommendations and sends complete packet to HR

30. Supervisor/VP consults with Pres/VP and HR about salary and extends an employment offer.

31. Search Chair notifies remaining candidates that search has been concluded after candidate accepts employment offer.

32. Search Chair submits search records to HR for retention.  
**THE END**

**LEGEND**

- HUMAN RESOURCES
- SEARCH CHAIR
- SEARCH COMMITTEE
- SOCIAL EQUITY
- SUPERVISOR
- PRES/VP