

University Human Resources Management  
Employment Services  
Search Plan  
**EXAMPLE**

Requisition Number:

Date Posted:

Position Title:

Date Filled:

AAP Code:

Date Audited:

Underutilization:

HR Administrator:

Department:

Hiring Manager:

**Web Advertising:**

- UChicago Jobs
- HigherEdJobs.com
- America's Job Bank
- Please refer to the Diversity Initiatives website (<http://jobs.uchicago.edu/diversity/>) for more posting options.

**Community Outreach Efforts/Contacts:**

- Please contact Employment Services for suggestions on where to advertise with local community agencies.

**Description of the Process (Sample):**

- Post to all web sites listed and contact all community outreach offices.
- Review applicant pool to ensure it is reflective of availability.
  - If yes, proceed to reviewing resumes.
  - If no, wait or conduct more outreach.
- Discuss the applicants and narrow the list to screen by phone. Phone screen questions are below.
- Document the reasons why applicants are not considered for a phone screen.
- Summarize phone screen notes to search committee for feedback and determine who to interview.
- Document the reasons why applicants that were phone screened are not selected for an interview.
- Schedule and conduct interviews. Interview questions are listed below.
- Conduct testing if appropriate.
- Summarize interview notes to search committee for feedback and make a selection.
- Document the reasons why those interviewed were not selected.
- Make the offer.
- Check references and perform the background check.

**Sample Phone Screen, Interview and Reference Questions:**

For a list of possible interview questions for clerical or non-exempt/exempt staff employees, refer to the following Web links: [http://uhrm.uchicago.edu/forms/pdfs/interquest\\_clerical.pdf](http://uhrm.uchicago.edu/forms/pdfs/interquest_clerical.pdf),  
[http://uhrm.uchicago.edu/forms/pdfs/interquest\\_nonclerical.pdf](http://uhrm.uchicago.edu/forms/pdfs/interquest_nonclerical.pdf).

For more information on reference checking and a list of possible reference checking questions, refer to the following Web link: [http://hr.uchicago.edu/forms/pdfs/ref\\_cred\\_check021402.pdf](http://hr.uchicago.edu/forms/pdfs/ref_cred_check021402.pdf).