

Checklist for Academic Searches in PeopleAdmin

*Copies of all placed advertisements, letters, or any other efforts made to generate candidates must be maintained by the hiring unit for a minimum of five years from the time the position is filled—IUPUI Office of Equal Opportunity (OEO) reserves the right to randomly audit positions to be sure the required documents are on file.

- [Create a New Posting](#) for the vacant position in [PeopleAdmin](#), before ads are placed.
 - Financial approval through [Fire Form](#) is required to post a Tenure track or “Open” appointment type job
 - **REGIONAL CAMPUSES:** Approval is required from Executive Associate Dean for Educational Affairs for a faculty search using the Education Affairs Administrative Action Request (AAR)

- [Place the ad](#) and begin recruiting after receiving approval from IUPUI Office of Equal Opportunity (OEO) through PeopleAdmin. The position will automatically be posted on the IU Jobs website.

- [Candidates apply](#) directly through PeopleAdmin.

- [Review applicant](#) materials and send to the search committee chair for decision about next steps

- Move all applicants to a required [Workflow State](#), as the committee chair indicates

- Move select applicants to “[Request Interview/OEO Review](#)” workflow state **before** scheduling interviews
 - *Remember, a second review of applicants may be requested by OEO*

- Continue to review applications and move to a required [workflow state](#) as appropriate

- [Schedule candidate](#) for Interview after receiving approval from OEO through PeopleAdmin.
 - Move candidate to “[Applicant Declined Interview](#)” workflow state if interview declined

- Move lead candidate to “[Interviewed, Ready to Submit Hiring Proposal](#)” workflow state

- [Create Offer Packet](#) as a **single PDF** in the following order for lead candidate
OEO requires an academic position announcement must be advertised in PeopleAdmin for 30 days before an offer can be made.
 - [Approval of Terms](#)
 - [Offer letter template](#)
 - CV
 - Additional Required Documentation for *Tenure Track* on page 2 of the Approval of Terms document
 - [Fire Form](#) approval for MOU/Offer
Financial approval through Fire Form is required to offer a job, even when Fire Form approval has been received to post the job.

- [Start Hiring Proposal](#) in PeopleAdmin for the lead candidate
OEO requires an academic position announcement must be advertised in PeopleAdmin for 30 days before an offer can be made.

- Send offer letter and [other required paperwork](#) to candidate after receiving approval in PeopleAdmin
DO NOT SEND THE OFFER LETTER to the candidate until approval is received in PeopleAdmin

- Move Hiring Proposal to “[Offer Accepted](#)” once signed offer letter has been received

- Move all other interviewed candidates to “Interviewed, not selected”, “Withdrawn” or “[Offer Declined](#)”
No applicants should show an “Application Received with email” status

- Proceed to the [Academic eDoc Processing Checklist](#) for Hiring steps