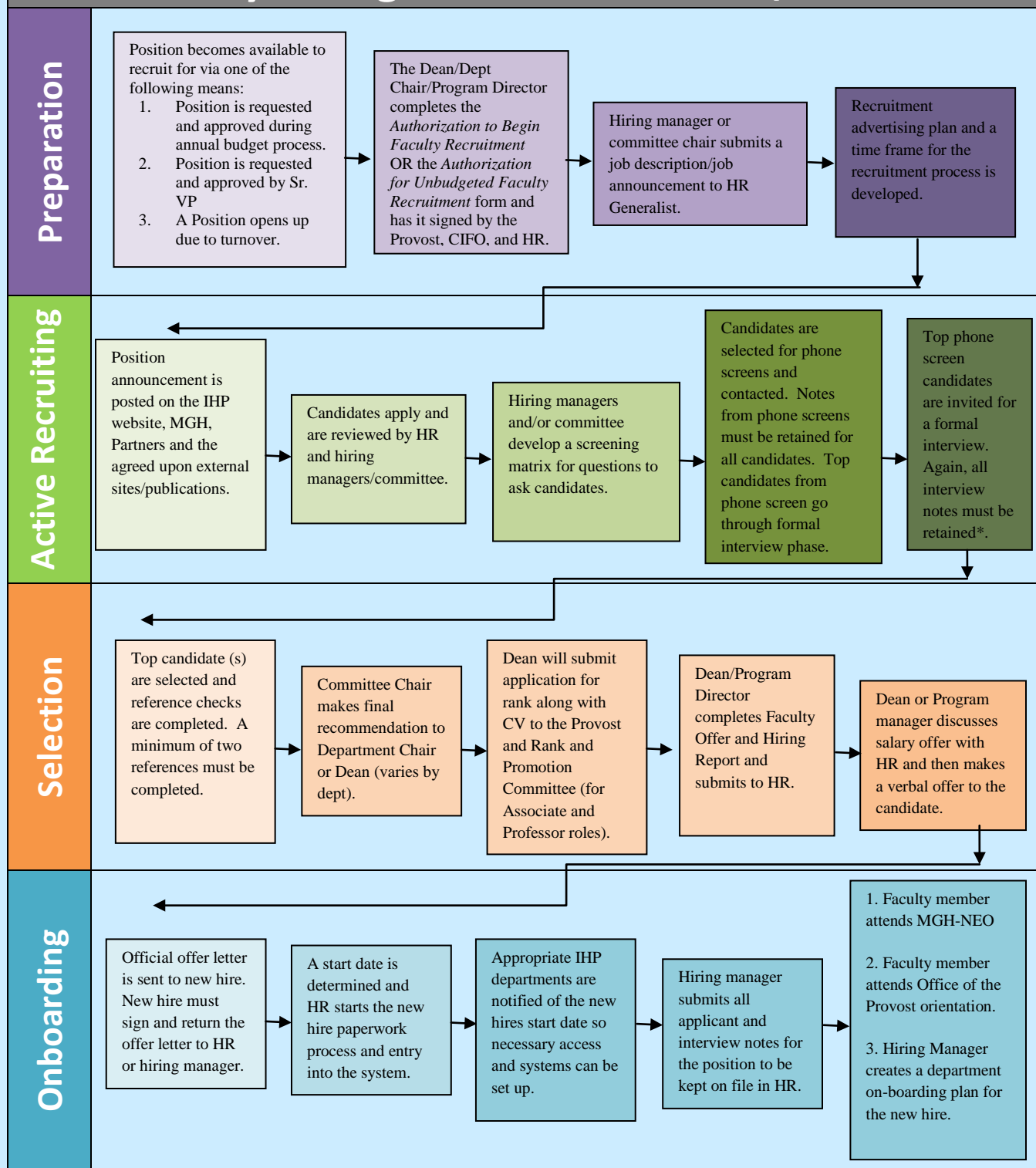


This flow chart/process overview is intended to be a visual tool for participants involved in the faculty search and recruitment process.

IHP Faculty Hiring Process Overview/Flow Chart



**Hiring Managers and interviewers of candidates must retain copies of their interview notes. This includes notes from phone screens, notes during the interview, and email correspondences with candidates. At the end of a search a hiring manager or search committee chair should collect interview notes from all interviewees and submit to HR to be stored on file for two years. Departments are welcome to retain their own copy if they wish too. This is a best practice and also an OFCCP requirement.*