**Expected Timeframes Associated with Search and Selection Process Steps**

|  |  |
| --- | --- |
| **Search and Selection Step** | **Expected Timeframe** |
| SUPER Request/Approvals | On average 3-4 business days |
| PI/PD Review and Approval | On average 2 weeks |
| Ad is Drafted by HR (Staff positions) | Typically within 2 business days of PI/PD finalization  |
| Drafted ad reviewed by HR (Faculty positions) | Typically within 2 business days of HR receipt from department |
| Ad is Posted | Typically within 2 business days of HR's receipt of approved recruitment plan |
| Access is Granted to Applicant Docs | Typically within 2 business days of ad being posted (as long as training has been done and certification of expectations has been signed |
| Applications are Received | 2-3 weeks full consideration for staff positions, 30 days for faculty positions |
| Assessment of Applications | Can begin as soon as access is given. Consideration must be given to those who met full consideration date. |