



**CUSTOMER SERVICE EXPECTATIONS  
HUMAN RESOURCES - ACADEMIC RECRUITMENT**

**Responsibilities and Estimated Timelines**

Typical Search Process	Responsibility	Estimated Timeline
The position is posted and the recruiter has an initial discovery discussion with the hiring manager	HR Staffing Associate, Hiring Manager, Recruiter	1-2 Days
Discussion between the hiring manager and recruiter regarding diversity opportunities	Recruiter	1 Day
Sourcing Period (Typically 2-4 weeks)	Recruiter	2 Weeks
Posting Advertising		