Search Committee Checklist

The Search Committee Checklist is to help search committees prepare for and conduct a successful search.

Prior to Opening the Recruitment

- ❐ Evaluate Position (Hiring Manager)
- ❐ Create/Revise Position Description (Hiring Manager)
  - o *President's Council will approve new positions, direct appointments, and re-organizations*
- ❐ Organize Search Committee/ Appoint Chair (Hiring Manager should not serve on search committee)

Opening the Recruitment

- ❐ Hiring department completes the following and submits to Budget Manager to initiate the recruitment
  - o *Authorization to fill*
  - o *Position Description (Staff only)*
  - o *Draft Announcement (Faculty only)*
    - ▪ *Please review guidelines "Advertising Tenure-Track Positions"*
  - o *Criminal Background Check – Special Condition of Employment (staff only)*
- ❐ Hiring Manager meets with Search Committee to discuss:
  - o *Position Description*
  - o *Timelines for (review, interview)*
  - o *Advertising ideas (Tenure-track faculty position must be listed in one "national publication")*
  - o *Confidentiality/Attendance*
  - o *Review Affirmative Action Checklist (located on HR website – Search Committee Resources)*
  - o *Develop meeting schedule*
  - o *Search Chair should review Recruitment Guidelines and have the entire committee complete the "Search Committee Orientation" (online or schedule face-to-face with Recruitment Manager) prior to review of any applications*
- ❐ Search committee members must sign a *Secured Document Sharing/Confidentiality Statement* in order to review online application packages

Reviewing Applications

- ❐ Create evaluation sheet to screen applications (using criteria in announcement/ PD)
- ❐ On or after the search review date, obtain Secured Document Sharing Site (SDSS) link and password from HR and share with committee members
- ❐ All contact information will be blocked from the application documents for applicant confidentiality and to avoid bias.
- ❐ Create interview questions - All candidates should be asked the same questions
- ❐ Internet or social networking sites should <u>not</u> be used to gain information about any applicant

Contact with Candidates

- ❑ Any application materials that are sent directly to the search committee from the candidates should be forwarded to Human Resources immediately without reviewing the documents.
- ❑ If a candidate contacts you directly, you may only discuss the position details and duties with them. Qualifications should not be discussed.
- ❑ Discussions from the candidates regarding the application process and qualifications should always be directed to the Recruitment Manager.

Selection of Interviewees

- ❐ Create final candidate list and submit to Dean/VP/ HR for Affirmative Action approval
- ❐ The Search Committee Chair should contact HR for contact information of final candidates for interviewing purposes and keep the Recruitment Manager updated through the remaining stages.
- ❐ Design a plan/schedule for in-person interviews with anyone to be involved in interview process
- ❐ Contact applicants for Phone/WebEx interviews, if necessary
  - o HR can provide WebEx coordination – contact HR for assistance
- ❐ Once approved, contact applicants for campus interviews (No more than 3). Ask each applicant if they need any special accommodations
- ❐ Hiring Department makes travel arrangements adhering to department budget limits (See *Department Recruitment Cost Processing* for detailed instructions)
- ❐ Schedule all persons, groups, locations, to be involved in the interview process

Conducting Interviews

- ❐ Spend equal amounts of time with each candidate. (E.g. you may not video interview some candidates and bring others to campus for the same stage interview. Each candidate must be given the same considerations)
- ❐ Adhere to all Affirmative Action / EEO guidelines (See *Affirmative Action Checklist* on the HR Forms page).
  - o *Interview notes from committee members should be on 8 ½ x11 – no post-its or spiral bound pages please)*

Selecting Final Candidate

- ❐ Committee meets to evaluate candidates on qualifications, strengths/experiences
- ❐ Document all decisions, comparing credentials and qualifications of the excluded candidates to the finalist(s)
- ❐ Make hiring recommendation(s) to hiring manager
- ❐ Hiring Manager or Search Committee Chair completes Reference Checks
- ❐ Notify HR of the final candidate, so they can complete a background check, if necessary
- ❐ Hiring manager determines details of hire (salary, start date, etc.). If the salary you wish to offer is higher than your budgeted salary, you must provide justification to VP/ Dean/HR.
- ❐ Hiring manager makes verbal offer
- ❐ Upon acceptance, Hiring Manager/VP/HR provides applicant with offer letter

Closing the Recruitment

- ❐ Submit the following to HR:
  - o *Hiring manager submits the following to Human Resources, 3rd floor:*
    - ▪ Employment Authorization (attach approved justification of salary, if applicable)
    - ▪ Position Description
    - ▪ Copy of Offer Letter
  - o *Search committee submits the following to Human Resources, 2nd floor:*
    - ▪ Final Search Committee Report (Forms page of the HR website)
    - ▪ Notes and correspondence related to the search