

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)
- ☐ Organize Search Committee/ Appoint Chair
- ☐ Search Committee meets to discuss:
 - *Position Description*
 - *Timelines for (review, interview)*
 - *Advertising ideas (Tenure-track faculty position must be listed in one “national publication”)*
 - *Confidentiality/Attendance*
 - *Review Affirmative Action Checklist (located on HR website – Search Committee Resources)*
 - *Develop meeting schedule*

Opening the Recruitment

- ☐ Hiring department completes the following and submits to HR to initiate the recruitment
 - Authorization to fill (search job)
 - Position Description
- ☐ Search committee members must sign a Secured Document Sharing Authorization form in order to review online application packages
- ☐ Request long distance code (if necessary) in order to contact applicants

Reviewing Applications

- ☐ Create evaluation sheet to screen applications (using criteria in announcement/ PD)
- ☐ 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

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.
- ☐ Contact applicants for Phone/Skype interviews, if necessary
 - HR can provide Skype coordination – contact HR for assistance
- ☐ If travel is required, Hiring Department prepares “Prospective Employee Travel” forms for each candidate and submits to HR for approval
- ☐ Once approved, contact applicants for campus interviews (No more than 3). Ask if applicant needs any special accommodations
- ☐ Hiring Department makes travel arrangements adhering to budget limits (submit PO’s to Human Resources – use HRO909 / Activity Code). *A Prospective Employee Travel form must be completed and approved prior to making any travel arrangements.* (See Recruitment Training for Support Staff on the HR Employment page)
- ☐ Design a plan/schedule for in-person interviews with anyone to be involved in interview process
- ☐ 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 Skype 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 Employment page).
- ☐ Retain any interview notes from committee members and submit to HR at the end of the search

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)
- ☐ Reference/Background checks
- ☐ Make hiring recommendation to hiring manager.
- ☐ 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 / HR provides applicant with offer letter

Closing the Recruitment

- ☐ Submit the following to HR:
 - Hiring manager submits the following:
 - Employment Authorization (attach approved justification of salary, if applicable)
 - Position Description
 - Copy of Offer Letter
 - Search committee submits the following:
 - Notes and correspondence related to the search
 - Long distance code card that was provided by HR