The Search Checklist is designed to help Search Chairs conduct a successful search. Please work with Human Resources for additional guidance.

Before Reviewing Applications

- ☐ Review the position and identify what the ideal candidate looks like and what the department needs.
- ☐ Develop a timeline for the search, interview schedule and target dates for final candidate selection.

Reviewing Applications

- ☐ Review and score application and materials submitted by applicants.
- ☐ Scoring should be as objective as possible. Only evaluate on information related to the position and presented in the application materials.
- ☐ Score all applicants using the screening matrix approved by HR.
   Please Note: Each search committee member reviewing applications is required to complete a screening matrix.

Selection of Interviewees

- ☐ Determine persons to be interviewed. If there is not an appropriate representation; consider additional methods to identify additional qualified applicants.
- ☐ Complete the Matrix Summary identifying who will be interviewed and email it to your Employment Coordinator in HR.
- ☐ Receive approval of the completed matrix summary.

Conducting Interviews

- ☐ Create phone/virtual interview questions and add questions to interview question template provided by HR.
- ☐ **Email interview questions to HR for approval.**
- ☐ Develop and design a plan and schedule for the on-campus interview process.

   Schedule all persons, groups, locations to be involved in the interview process including; search committee, Department Chair, faculty and students (as one large group or two small groups), Dean and Associate Dean, Provost, OSP, and HR.

- ☐ Create on-campus interview questions and add questions to interview question template provided by HR.
- ☐ Email questions to **HR for approval. Interview questions must be approved prior to conducting interviews.**

- ☐ Take notes and score responses during phone/virtual and on-campus interviews. These notes will be part of the search documents given to the Employment Coordinator at the conclusion of the search.
- ☐ HR will submit background check through HireRight.

Evaluating the Candidates

- ☐ Review candidates based on their ability to perform the job as evidenced from the application materials, interviews, references, and other job related criteria.
- ☐ Document all decisions, comparing credentials and qualifications of the semi-finalists and those who did not receive further consideration.
- ☐ Evaluate candidates on their qualifications and the full range of strengths, contributions and ability to work well within the department.

Selecting the Final Candidate

- When the hiring department has concluded the deliberations, recommendation(s) should be made to the Dean.
- Dean reviews, comments, and forwards to the Provost for consideration.
- Dean selects the finalist, perhaps after requesting additional information.

Finalizing the Search Process

Hiring Department

- ☐ Gather all original search documents and forward to the Employment Coordinator in Human Resources. The materials should include; a matrix summary, a screening matrix from each person who scored applications, any supporting materials, any notes from phone and on-campus interviews, and correspondence. Handwritten documents must be the original version.

    Please note: Employment needs **originals of all documents with handwriting. If you hand-wrote interview question responses, please submit the original documents.

- ☐ Email your Employment Coordinator indicating the name of the finalist, the suggested starting pay rate and start date.
    Provost provides the offer letter to the Employment Coordinator.

Human Resources

- HR will create the e-offer in Taleo based on information provided by the Provost.
- The hiring authority and C/DBA will approve the offer in Taleo.
- Once the candidate accepts the e-offer the Dean and CBA will be notified by the Employment Coordinator.
- All remaining candidates are sent electronic notifications regarding the status of the application and the position.