

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 the Chief Diversity Officer and sent 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 the Employment Coordinator in HR.
- Receive approval of matrix summary and selected candidates from Chief Diversity Officer, Date: _____.

Conducting Interviews

- Create phone/Zoom/Skype interview questions and add questions to interview question template provided by HR.
- Email questions to Chief Diversity Officer. **Must have interview questions approved prior to conducting interviews, approval received date _____.** Email approved questions to HR.
- 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 Chief Diversity Officer. **Must have interview questions approved prior to conducting interviews, approval received date _____.**
- Take notes and score responses during phone/Zoom and on-campus interviews. These notes will be part of the search documents given to the Employment Coordinator at the conclusion of the search.

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.
- Provost reviews, comments, and forwards to the President for consideration.
- President selects 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. Scanned or copied versions of these documents are not considered originals.

- Email your Employment Coordinator indicating the name of the finalist, the suggested starting pay rate and start date.

Human Resources

- HR will submit background check through HireRight.
- HR will create offer based on information provided by the Dean or College.
- The hiring authority and C/DBA will approve the offer in Taleo.
- Once the offer is accepted electronically the Dean and CBA will be notified by the Employment Coordinator.
- All non-selected or remaining candidates are sent electronic notifications regarding the status of the application and the position.