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

Human Resources reviews all submitted applications first. Only applications that meet the minimum requirements with complete applications will be forwarded to the hiring department for additional review.

☐ Review and score applications and materials submitted by applicants.
☐ Scoring should be as objective as possible. Only evaluate information related to the position and presented in the application materials.
☐ Score all applicants using the approved screening matrix sent by HR. **Please Note: Each person 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 indicating who will be interviewed and email it to the Employment Coordinator in HR.
☐ Receive approval of matrix summary and selected candidates from HR.

Conducting Interviews

☐ Create phone/virtual interview questions and add questions to the interview question template provided by HR.
☐ Email questions to the Employment Coordinator. **Must have interview questions approved prior to conducting interviews.**
☐ Develop and design a plan and schedule for the on-campus interview process.
☐ Schedule all persons, groups, and locations to be involved in the interview process.
☐ Create on-campus interview questions and add questions to the interview question template provided by HR
☐ Email questions to the Employment Coordinator. **Must have interview questions approved prior to conducting interviews.**
☐ Take notes and score responses during phone and on-campus interviews. These notes will be part of the search documents given to the Employment Coordinator at the conclusion of the search.
☐ Communicate finalist(s) names with the Employment Coordinator who will initiate the background check.

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 hiring manager.

☐ The direct Supervisor or hiring manager should have input at the final selection stage to ensure a fit between the selected candidate(s) and the supervisor or department exists.

☐ HR will submit a background check through HireRight.

Finalizing the Search Process

Hiring Department

☐ Gather all original search documents and forward to the Employment Coordinator in HR. 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, correspondence, and at least **2** professional reference checks. 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.

Please note: The search documents must be submitted before a verbal offer will be extended.

Human Resources

• HR will create offer based on information provided by the hiring department and Compensation.
• The hiring authority and C/DBA will approve the offer in Taleo before HR will extend the verbal offer. If negotiations occur the Employment Coordinator will work with hiring department/budget/Compensation to finalize and the offer will be updated and resubmitted for approval in Taleo.
• Once the offer is extended and accepted the hiring manager 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.