

## **Search and Screen Compliance and Approval Checklist**

1. Mandatory training for Search and Screen with AA Officer
  - a. Date: \_\_\_\_\_
2. Approval of Position advertisement
  - a. Approval Date: \_\_\_\_\_ E-mail: \_\_\_\_\_
3. Search Committee Taleo access
  - a. Date: \_\_\_\_\_
4. 1<sup>st</sup> search de-selection matrix – Prior to phone interviews
  - a. Approval Date: \_\_\_\_\_ E-mail: \_\_\_\_\_
5. Phone interview matrix
  - a. Approval Date: \_\_\_\_\_ E-mail: \_\_\_\_\_
6. Phone interview questions
  - a. Approval Date: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. On-campus interview matrix
  - a. Approval Date: \_\_\_\_\_ E-mail: \_\_\_\_\_
8. On-campus interview questions
  - a. Approval Date: \_\_\_\_\_ E-mail: \_\_\_\_\_
9. Mid-search meeting
  - a. Date: \_\_\_\_\_
10. Final AA search approval
  - a. Date: \_\_\_\_\_
  - Checking for VP exceptions – Check with HR**
  - b. Date: \_\_\_\_\_
  - c. Outcome: \_\_\_\_\_ By whom: \_\_\_\_\_

Name of Search \_\_\_\_\_

Name of Search Chair \_\_\_\_\_

### **Key:**

VP-Veterans Preference

HR – Human Resources

AA – Affirmative Action