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. 1st 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