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**

Applications indicating the minimum qualifications are not met will not be forwarded for review. All other applications are released directly to the respective hiring managers and search committees for 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.
- Collect screening matrices and 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. **Interview questions must be 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.

**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.

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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 for the position.