

The Search Committee Checklist is designed to help search committees prepare for and conduct a successful search. Search Committees should be utilized for positions at the Professional, Faculty level and above as appropriate. Search Committees should strive for a 120 day turn-around period, which is the recommended time period. Search Committees should work with Human Resources for additional guidance.

Organizing the Committee

- Supervisor appoints Search Committee Chair.
- Complete selection of additional committee members. Committees should include representatives from areas that have a connection to the position being filled.
- Establish a search committee meeting schedule.
- Identify tasks to be completed by the search committee.
- Develop a search committee meeting schedule.

First Committee Meeting

- Review the position description with the search committee. Identify what the ideal candidate look like and what the department needs.
- Supervisor provides charge to the search committee.
- Review expectations of confidentiality and attendance at committee meetings.
- Develop a timeline for the search, including application deadline, interview schedule and target dates for final candidate selection.
- Identify essential, required, and preferred qualifications.
- Review search documents and determine how applicants will be scored. All committee member should be using the same points for each criteria.

Reviewing Applications

- Review application and materials submitted by applicants.
- Scoring should be as objective as possible. Only evaluate on information related to the position.
- Score all applicants using the criteria established in the search committee meeting.
- Each committee member is required to complete a screening matrix, provided by HR.

***Note: Do not contact applicants if something is missing or incorrect. The applicants should not be aware of who is on the search committee unless they are selected for an interview.

Communication with Applicants/Candidates

- Email acknowledgements are sent automatically to all applicants upon submitting and application.
- If contacted by an applicant regarding the status of their application, acknowledge that you have received the email and that their inquiry will be forwarded to Human Resources. Do not provide any other information.
- Maintain confidentiality of who is on the Search Committee to the furthest extent possible.
- Any questions or communication in any form should be forwarded to Human Resources while the search is ongoing.

Selection of Interviewees

- Based on a review of materials submitted by applicants, identify those who will and will not be considered for the position.
- Ensure all applicants are evaluated on the basis of pre-established criteria related to the position. Avoid comments, either orally or in notes that are not job related.
- 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 send to Human Resources.

Conducting Interviews

- Determine whether telephone interviews are necessary and proceed as appropriate. (Must have interview questions approved by HR prior to conducting interviews).
- Develop and design a plan and schedule for the interview process and campus visits.
- Schedule all persons, groups, locations to be involved in the interview process. If the majority of committee members are available on selected dates it is better to move forward than attempt to reschedule for the missing member.
- Develop uniform job-related questions to ask each candidate. All candidates should be asked the same questions, allowing for individualized follow-up questions as needed. (Must have interview questions approved by HR prior to conducting interviews).
- Take notes during phone and on-campus interviews.

Evaluating the Candidates

- Review the candidates interviewed with the Search Committee.
- 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.
- Complete the Candidate Evaluation form provided by HR. Each committee member must complete this form for each candidate interviewed on campus.

Selecting the Final Candidate

- When the search committee has concluded its deliberations, recommendation(s) should be made to the hiring authority, if not on the search committee.
- The direct Supervisor or hiring authority should have input at the final selection stage to ensure a fit between the selected candidate(s) and the supervisor or department exists.
- The Department Contact should update the candidate to Finalist in the Taleo online application system. This will trigger the Employment Coordinator to initiate the background check.

Finalizing the Search Process

Search Committee/Hiring Department

- Gather all search committee materials and forward to the Employment Coordinator in Human Resources. The materials should include; a matrix summary, a screening matrix from each committee member, any supporting materials, any notes from phone and on-campus interviews, correspondence, and at least 2 professional reference checks.
- Communicate with your Employment Coordinator regarding suggested starting salary and start date.

Human Resources

- HR will submit background check through HireRight.
- HR will create offer based on information provided by the hiring department.
- The hiring authority and Senior Business Coordinator must approve offer in Taleo before HR will extend the verbal offer. If negotiations occur the Employment Coordinator will work with hiring department to finalize and the offer will be updated and resubmitted for approval in Taleo.
- Once the offer is accepted the hiring authority 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.