

The Search Checklist is designed to help hiring departments prepare for and conduct a successful search. Hiring departments should work with Human Resources for additional guidance.

- ☐ Review the position and identify what the ideal candidate looks like and what the department needs.
- ☐ Develop a timeline for the search, including the 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 those scoring applications should be using the same points for each criterion.

Reviewing Applications

- ☐ Review applications and materials submitted by applicants.
- ☐ Scoring should be as objective as possible. Only evaluate information related to the position and documentation provided by the applicant.
- ☐ Score all applications using the screening matrix criteria provided by the Employment Coordinator.
- ☐ Ensure all applications are evaluated on the basis of pre-established criteria related to the position. Avoid comments that are not job-related
- ☐ **Please Note: Each person reviewing applications is required to complete a screening matrix, this document is included in the required search documents to be turned in to your Employment Coordinator.**

Communication with Applicants/Candidates

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

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 send to the Employment Coordinator for approval.
- ☐ Receive approval for the completed Matrix Summary.

Preparing for/Conducting Interviews

- ☐ Determine whether phone/virtual interviews are necessary. **Must have interview questions approved by Employment Coordinator prior to conducting interviews.**
- ☐ Use the interview question template to score each response.
- ☐ Develop a plan and schedule for the on-campus interview process.
- ☐ Schedule all persons, groups, and locations to be involved in the interview process.
- ☐ 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 Employment Coordinator prior to conducting interviews.**

- Take notes during phone/virtual 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 so the background check can be initiated.
- HR will submit a background check through HireRight.
- If a second round of interviews will be held, a second list of interview questions must be approved by the Employment Coordinator before conducting these interviews.

Evaluating the Candidates

- Review the candidates interviewed with those present in the interview.
- 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 interviewers have 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.
- Communicate finalist(s) names with the Employment Coordinator so the background check can be initiated.

Finalizing the Search Process

Hiring Department

- Gather all original search documents and forward to the Employment Coordinator in Human Resources. 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, and start date.

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

Human Resources

- HR will create the offer based on information provided by the hiring department and Compensation.
- The hiring authority and C/DBA must approve the offer in Taleo before HR will extend the verbal offer. If negotiations occur the Employment Coordinator will work with the hiring department to finalize and the offer will be updated and resubmitted for approval in Taleo.
- Once the offer is accepted the hiring manager will be notified by the Employment Coordinator.
- All remaining candidates are sent electronic notifications regarding the status of the application and the position.