**Search and Screen Compliance and Approval Checklist**

1. Mandatory training for Search and Screen with AA Officer
   1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Approval of Position advertisement
   1. Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_
3. Search Committee Taleo access
   1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. 1st search de-selection matrix – Prior to phone interviews
   1. Approval Date: \_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_
5. Phone interview matrix
   1. Approval Date: \_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Phone interview questions
   1. Approval Date: \_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. On-campus interview matrix
   1. Approval Date: \_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. On-campus interview questions
   1. Approval Date: \_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Mid-search meeting
   1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Final AA search approval
    1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checking for VP exceptions – Check with HR**

* 1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Outcome: \_\_\_\_\_\_\_\_By whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Key:**

VP-Veterans Preference

HR – Human Resources

AA – Affirmative Action