



Hiring Process / Search Committee Checklist

Task Completed	Task	Responsible Party
<input type="checkbox"/>	Vacant position must be approved by the President before the search commences.	President
<input type="checkbox"/>	Review and update Job Description .	Hiring Manager
<input type="checkbox"/>	Select Search Chair and search committee members.	Hiring Manager/VP or President
<input type="checkbox"/>	Complete Open Position and Affirmative Action Packet or Recruitment Waiver .	Hiring Manager
<input type="checkbox"/>	Once the Open Position and Affirmative Action Packet has been approved, HRS will send an email to the Search Chair with login and search process information for ApplicantPro .	Human Resource Services
<input type="checkbox"/>	Search Committee Chair and Search Committee Members will sign Search Committee Confidentiality Agreements and return them to HRS. The Hiring Manager will complete the Hiring Manager Attestation Form .	Search Committee & Hiring Manager
<input type="checkbox"/>	HRS will post all positions on the websites, periodicals, newspapers, etc. listed in the advertising section on the Affirmative Action Form.	Human Resource Services
<input type="checkbox"/>	HRS representative will attend the first search committee meeting and will cover lawful hiring practices .	Human Resource Services
<input type="checkbox"/>	HRS will assign applications to the search committee once all required documents from each applicant have been received. This includes the applicants unofficial transcripts.	Human Resource Services
<input type="checkbox"/>	Search Committee will develop a set of position-specific interview questions with assistance from HRS (if needed) and the Hiring Manager.	Search Committee
<input type="checkbox"/>	Using a rating sheet, review and select top applicants (preferably 3-5) for the initial screening interview.	Search Committee
<input type="checkbox"/>	Search Committee to notify HRS to give ApplicantPro access to Hiring Manager. Search Chair and Hiring Manager meet to discuss applicants. (Hiring Manager Attestation Form must be signed).	Search Chair / Hiring Manager
<input type="checkbox"/>	Search chair will update the status of each applicant in ApplicantPro as the search progresses (ex. 1 st Interview Completed, Withdrawn, Not Selected, etc.).	Search Chair
<input type="checkbox"/>	Search chair will notify HRS of non-selected applicants so they can be notified by HRS via ApplicantPro.	Human Resource Services
<input type="checkbox"/>	The Search Committee will conduct initial screening interviews using virtual methods. Prior to conducting the initial screening interview, the search committee must remind the candidate what	Search Committee



Hiring Process / Search Committee Checklist

	the salary range is for the position and ensure the candidate is still interested in the position.	
<input type="checkbox"/>	The Search Committee will conduct reference checks .	Search Committee
<input type="checkbox"/>	The Search Committee Chair will inform the Hiring Manager of top candidates after the screening interviews are completed.	Search Committee Chair
<input type="checkbox"/>	The Hiring Manager will get approval from Dean/VP/President to invite candidates (up to 3) for on-campus interviews. If the candidate's travel is international, approval is required from the President.	Search Committee Chair/Hiring Manager
<input type="checkbox"/>	Schedule interviews and coordinate campus visits (President only needs to meet with VP, Director level, and Faculty positions). Prior to conducting the final interview, the search committee must remind the candidate what the salary range is for the position and ensure the candidate is still interested in the position.	Search Committee or Designee
<input type="checkbox"/>	After completion of the interview, provide feedback (strengths and weaknesses) to hiring manager related to the candidates' ability to perform the job duties.	Search Committee
<input type="checkbox"/>	Hiring manager sends their recommendation (with salary recommendation and original salary range) to the VP/President for approval of hire. This should include all application materials for applicant.	Hiring Manager
<input type="checkbox"/>	VP/President makes the final decision regarding hiring in coordination with the Hiring Manager.	VP/President
<input type="checkbox"/>	Verbal job offer made contingent upon a successful background check.	Hiring Manager or Designee
<input type="checkbox"/>	Hiring Manager contacts HRS to conduct a criminal background check. HRS will email background information to the candidate via ApplicantPro.	Hiring Manager
<input type="checkbox"/>	HRS will notify hiring manager of background check results. The offer is finalized and made official after a successful background check is complete.	Hiring Manager or Designee
<input type="checkbox"/>	Confirm acceptance in writing with an offer letter.	VP/President/Hiring Manager
<input type="checkbox"/>	The Search Chair calls candidates who were interviewed but not selected and updates ApplicantPro with the status of each applicant (ex. 2 nd Interview Completed, Withdrawn, Not Selected, etc.).	Search Committee Chair
<input type="checkbox"/>	Report of Hire completed and sent to HRS.	Search Committee Chair or Hiring Manager



Hiring Process / Search Committee Checklist

<input type="checkbox"/>	HRS will notify the remaining non-selected applicants via ApplicantPro.	HRS
<input type="checkbox"/>	All search materials from committee members are collected and brought to HR.	Search Committee Chair
<input type="checkbox"/>	Complete the new employee process found on the HRS website	Hiring Manager or Designee
*For additional information regarding Student Affairs search procedures, please click here.		
*For additional information regarding Academic Affairs search procedures, please click here.		