



Hiring Process/Search Committee Checklist

Task Completed	Task	Responsible Party
<input type="checkbox"/>	President approves hiring of position.	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 and prepare a recruitment plan and approach. If candidates are brought to campus, please reach out to Administrative Services professional staff and/or Academic Affairs handles for faculty.)	Hiring Manager
<input type="checkbox"/>	Once 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 (Professional staff & Faculty positions only). HRS will send an email to the search chair with search process information for Classified positions.	Human Resource Services
<input type="checkbox"/>	Search Committee Chair and Search Committee Members will sign Search Committee Confidentiality Agreements and return to HRS.	Search Committee
<input type="checkbox"/>	HRS will post all positions on the HRS website and newspapers, publications, journals, etc.	Human Resource Services
<input type="checkbox"/>	HRS representative will hold weekly legally effective interview presentations for all search committee members and will cover lawful hiring practices . Please watch for calendar invites.	Human Resource Services
<input type="checkbox"/>	HRS assigns professional staff & faculty applications to search committee as they are received, as long as all application materials have been received. For classified positions, HRS will send hiring list to Search Chair after the position has closed and the list is received. (Typically, 2-3 days after position closes)	Human Resource Services
<input type="checkbox"/>	Develop set of position-specific interview questions with assistance from HRS (if needed) and Hiring Manager.	Search Committee
<input type="checkbox"/>	Review applications.	Search Committee
<input type="checkbox"/>	Using a rating sheet, review and select top applicants (preferably 3-5) for initial screening interview.	Search Committee
<input type="checkbox"/>	Notify HRS of unsuccessful applicants so they can be notified by email.	Human Resource Services
<input type="checkbox"/>	Conduct initial screening interview using virtual methods.	Search Committee
<input type="checkbox"/>	Conduct reference checks .	Search Committee
<input type="checkbox"/>	Search Committee Chair will inform Hiring Manager of top candidates.	Search Committee Chair



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<input type="checkbox"/>	Hiring Manager will get approval from Dean/VP/President to invite candidates (up to 3) for on campus interviews.	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)	Search Committee or Designee
<input type="checkbox"/>	After completion of interview, provide feedback (strengths and weaknesses) to VP/President related to candidates' ability to perform the job duties.	Search Committee
<input type="checkbox"/>	VP/President makes final decision regarding hire in coordination with hiring manager.	VP/President
<input type="checkbox"/>	Verbal job offer made contingent upon a successful background check.	Hiring Manager or Designee
<input type="checkbox"/>	Contact HRS to conduct criminal background check.	Hiring Manager
<input type="checkbox"/>	Offer is finalized and made official after a successful background check is complete.	Hiring Manager or Designee
<input type="checkbox"/>	Complete Report of Hire .	Search Committee Chair or Hiring Manager
<input type="checkbox"/>	Confirm acceptance in writing with an offer letter.	VP/President/Hiring Manager
<input type="checkbox"/>	Search Chair calls candidates who were interviewed but not selected.	Search Committee Chair
<input type="checkbox"/>	Gather and bring search materials to HR.	Search Committee Chair
	Complete new employee process found on the HRS website	Hiring Manager or Designee

***For additional information regarding Student Affairs search procedures, please [click here](#).**