



Search Committee Checklist

Task Completed	Task	Responsible Party
<input type="checkbox"/>	The appropriate Dean/VP must approve the vacant position, and it will then be taken to the President for approval before the search commences.	Dean/VP/President
<input type="checkbox"/>	Review and update the Job Description .	Hiring Manager
<input type="checkbox"/>	Select the search chair and search committee members.	Hiring Manager/VP or President
<input type="checkbox"/>	Complete the Employment Recruitment Packet (ERP) or Recruitment Waiver .	Hiring Manager
<input type="checkbox"/>	After ERP approval, HRS sends ApplicantPro login information and annual Vector search committee training to search committee members.	Human Resource Services
<input type="checkbox"/>	HRS will post the position on all platforms listed on the ERP.	Human Resource Services
<input type="checkbox"/>	An HRS representative will attend the first search committee meeting to review lawful hiring practices.	Human Resource Services
<input type="checkbox"/>	Search committee members will have access to all applications. Applicants missing transcripts will be marked "Transcripts not provided" and cannot be interviewed until transcripts are received. HRS will update statuses as transcripts arrive.	Human Resource Services
<input type="checkbox"/>	Classified positions only: Interview all applicants marked as veterans (indicated by a score of "10" next to their name).	Search Committee
<input type="checkbox"/>	The 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"/>	Use a rating sheet to review and select top applicants (preferably 3-5) for initial screening interviews.	Search Committee
<input type="checkbox"/>	The Hiring Manager will complete the Hiring Manager Attestation Form and discuss recommended applicants with the Search Chair.	Search Chair & Hiring Manager
<input type="checkbox"/>	The 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Chair will update the status of each applicant in ApplicantPro as the search progresses (ex. 1 st Interview Completed, Withdrawn, Not Selected, etc.).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"/>	The Search Chair will notify HRS of non-selected applicants, and HRS will notify the applicants via ApplicantPro.	Human Resource Services
<input type="checkbox"/>	The search committee will conduct initial screening interviews using virtual methods. Before beginning, confirm the candidate is aware of and still interested in the listed salary range.	Search Committee
<input type="checkbox"/>	The search committee will conduct reference checks and inform applicants prior to doing so.	Search Committee
<input type="checkbox"/>	The Search Chair will provide the Hiring Manager with the top candidates following the screening interviews.	Search Committee Chair
<input type="checkbox"/>	The Hiring Manager will receive approval from Dean/VP/President to invite up to 3 candidates for on-campus interviews. International travel requires Presidential approval.	Search Committee Chair & Hiring Manager



<input type="checkbox"/>	If travel expenses are required, follow the Recruitment Expense Process found here .	Search Committee Chair or Designee
<input type="checkbox"/>	Schedule interviews and coordinate campus visits (President meets with VP, Director level, and Faculty candidates only). Use the MER form for meal expenses.	Search Committee or Designee
<input type="checkbox"/>	Provide the Hiring Manager with interview feedback, including strengths and weaknesses related to job duties.	Search Committee
<input type="checkbox"/>	The Hiring Manager will submit their recommendation to the VP/President, including salary recommendation, original salary range, and full application materials.	Hiring Manager
<input type="checkbox"/>	VP/President makes the final hiring decision in coordination with the Hiring Manager.	VP/President
<input type="checkbox"/>	The verbal job offer will be made contingent upon a successful background check.	Hiring Manager or Designee
<input type="checkbox"/>	Hiring Manager contacts HRS to initiate a criminal background check. HRS will email the required forms to the candidate via ApplicantPro.	Hiring Manager
<input type="checkbox"/>	HRS will notify the Hiring Manager of background check results. The offer is finalized and made official after a successful background check is completed.	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 will notify non-selected interviewed candidates and update ApplicantPro statuses (ex. 2 nd Interview Completed, Withdrawn, Not Selected, etc.).	Search Committee Chair
<input type="checkbox"/>	Complete and submit the Report of Hire to HRS.	Search Committee Chair or Hiring Manager
<input type="checkbox"/>	Search Chair will notify HRS of remaining non-selected applicants. HRS will send final notifications via ApplicantPro.	Search Committee Chair & HRS
<input type="checkbox"/>	Collect all search materials and return them to HRS.	Search Committee Chair
<input type="checkbox"/>	Complete the new employee onboarding process found on the HRS website	Hiring Manager or Designee