



## 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 <a href="#">Job Description</a> .	Hiring Manager
<input type="checkbox"/>	Select the search chair and search committee members.	Hiring Manager/VP or President
<input type="checkbox"/>	Complete the <a href="#">Employment Recruitment Packet</a> (ERP) or <a href="#">Recruitment Waiver</a> .	Hiring Manager
<input type="checkbox"/>	After ERP approval, HRS sends <a href="#">ApplicantPro</a> login information and annual <a href="#">Vector</a> 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 <b>cannot</b> be interviewed until transcripts are received. HRS will update statuses as transcripts arrive.	Human Resource Services
<input type="checkbox"/>	<b>Classified positions only:</b> 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 <a href="#">Hiring Manager Attestation Form</a> 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 <sup>st</sup> Interview Completed, Withdrawn, Not Selected, etc.).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 <a href="#">reference checks</a> 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 <a href="#">here</a> .	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 <a href="#">MER form</a> 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 <sup>nd</sup> Interview Completed, Withdrawn, Not Selected, etc.).	Search Committee Chair
<input type="checkbox"/>	Complete and submit the <a href="#">Report of Hire</a> 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 <a href="#">HRS website</a>	Hiring Manager or Designee