

Search Timeline/Checklist

Search Task	Responsible Party
<b>Initial Meeting with HR</b>	
1. Department Chair/Unit Head reviews the job description, position advertisement, search timeline, salary, and review EEO/AA obligations as well as FLSA status.	Department Chair/Unit Head, Affirmative Action Officer (AAO) and HR
2. Complete on-line Requisition to authorize the position.	Department Chair/Unit Head and HR
3. Select a search committee chair and members	VP/Department Chair/Unit Head
4. HR Meets with Committee Chair – Explain on-line application system and Chair responsibilities	Search Chair, Human Resources
5. Job Posting	Human Resources
6. Placing Paid Advertisement	Human Resources
7. Placing Ad /sending vacancy to listservs	Search Chair and Search Committee Members
<b>First Search Committee Meeting</b>	
1. The Affirmative Action Officer Provides Summary of the Search Process, Conducting the Interview, and AA summary, explain on-line application system, provide Sample Reference questions	AAO
2. Develop a timeline and create a criteria checklist	Search Committee
3. Provide access to on-line application system	Human Resources
4. Use “notes” area under each candidate for comments on strengths and weaknesses for committee’s review. Complete Evaluation Criteria Scoring form for each candidate.	Search Chair and Committee Members
<b>Determine Candidates for Interview</b>	
1. Determine Interviewees based on Search Committee Member’s evaluation and Committee deliberation. (Invite AAO to meeting)	Search Committee/AAO
2. Check References? Optional at this stage. You can wait until after interviews and check on the one finalist. If you do check references you must notify the candidate first and get their permission.	Search Chair
3. Applicants eliminated from further consideration, should be moved to the No folder in the applicant tracking system <b>with a brief explanation in the “notes” section as to why they are no longer a candidate.</b>	Search Chair
4. Where applicable, using the applicant tracking system, send notification emails to applicants that will not be getting interviewed (using the approved emails from the application system.)	Search Chair
5. HR and Affirmative Action Check (for conviction nexus review and AA review)	Human Resources and AAO
<b>NOTE: Applicants cannot be invited or notified of our intent to invite them to campus until all levels of review are completed.</b>	
<b>STOP - Do not proceed until HR and AAO approves candidates for interview</b>	
6. Schedule interviews (When speaking with candidate, ask them to contact HR if they need accommodations, 315-470-6611)	Search Chair
7. Develop interview questions and send to HR for review	Search Committee
8. Create interview rating forms	Search Committee
9. Develop interview itinerary	Search Committee

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<b>Announce Applicants' Visits (When Applicants will have an open forum)</b>	
1. Finalize campus itinerary to be followed. Discuss and agree upon each committee members' role during the campus interviews (escorts, tours, meals).	Search Committee
2. Search committee chair sends applicants (and HR) their interview itinerary.	Search Chair
3. When an open meeting is part of the interview process, create email to announce applicants' visit to campus. <b>Please Note: Do not send/provide resume or any document that contains personal information on an applicant especially not in your CampusNews email. Search Chair should arrange for campus community to view but not possess permissible submitted documents from candidate.</b>	Search Chair, Human Resources
<b>STOP</b> - If providing resume to Campus Meeting, get candidate's approval to distribute	Candidate's Approval Date _____
<b>Conduct Interviews</b>	
1. Conduct campus interviews.	Search Committee
2. At the open meetings distribute the campus community evaluation form.	Search Committee member
3. At the conclusion of the interviews, ask applicants for permission to contact references.	Search Chair
<b>STOP</b> - Do not contact references until you have approval from the candidate	Candidate's Approval Date _____
<b>Complete Reference Checks &amp; Create Recommendation Report</b>	
1. Conduct reference checks - ideally three employment references should be completed (most current will need to be contacted prior to offer) .	Search Chair
2. Create Draft recommendation to submit to VP for HR review	
<b>STOP</b> - Human Resources Review and Approval before extending the offer	Human Resources Approval Date _____
3. Send recommendation and submit to the VP.	Search Chair
4. Forward all search committee documents and notes to Human Resources for storage.	Search Committee
5. VP will approve and send to Human Resources	VP
<b>Offer the Position</b>	
1. Verbal offer extended by Department Chair and/or Unit Head.	Department Chair or Unit Head
2. Credential Verification prior to official offer letter.	Human Resources
3. Official Offer Letter from President sent.	Human Resources
<b>Notify Applicants/Update the Online System</b>	
1. Upon receipt of written acceptance, the Search Chair should contact all other interviewees and inform them the position has been filled	Search Chair
2. Using the on-line application system send notification email to all applicants that the position has been filled	Human Resources