

Checklist with STOP notifications

Initial Meeting with HR

Search Task	Responsible Party
1. Hiring manager reviews the job description, position advertisement, search timeline, salary, and review EEO/AA obligations.	Hiring Manager and HR
2. Complete on-line Requisition to authorize the position.	Hiring Manager and HR
3. Select a search committee chair	VP/Hiring Manager
4. HR meets with Committee Chair – Explain on-line application system and Chair responsibilities	HR and Committee Chair
5. Job Posting	Human Resources
6. Placing Advertisement	Human Resources

First Search Committee Meeting

Search Task	Responsible Party
1. HR provides summary of the Search Process conducting the interview, and AA summary, explain on-line application system, provide Sample Reference questions	Human Resources
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

Determine Candidates for Interview

Search Task	Responsible Party
1. Determine Interviewees based on Search Committee Member’s evaluating scoring	Search Committee
2. Applicants eliminated from further consideration, should be moved to the No folder in the applicant tracking system with a brief explanation in the “notes” section as to why they are no longer a candidate.	Committee Chair
3. 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.)	Committee Chair

4. Develop interview questions and send to HR for review	Search Committee
5. Create interview rating forms	Search Committee
6. Develop interview itinerary	Search Committee
7. Notify HR of Interviewees (for conviction nexus review)	Committee Chair
Note: Applicants cannot be invited or notified of our intent to invite them to campus until all levels of review are completed.	
STOP – Do not proceed until HR approves candidates for interview.	Human Resources Approval Date: _____
8. Schedule interviews	Committee Chair

Announce Applicant's Visits (When Applicants will have an open forum)

Search Task	Responsible Party
1. Finalize campus itinerary to be followed. Discuss and agree upon each committee member's role during the campus interviews (escorts, tours, meals).	Search Committee
2. Search committee chair sends applicants (and HR) their interview itinerary.	Committee Chair
3. When an open meeting is part of the interview process, create email to announce applicants' visit to campus. Please Note: Do not send/provide resume or anything that contains personal information on an applicant. White or black out all contact information	Committee Chair
STOP- If providing resume to Campus Meeting, get candidates approval to distribute	Candidate's Approval Date: _____

Conduct Interview

Search Task	Responsible Party
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.	Committee Chair
STOP – Do not contact references until you have approval from the candidate	Candidate's Approval Date: _____

Complete Reference Checks & Create Recommendation Report

Search Task	Responsible Party
1. Conduct reference checks – ideally three (employment) references should be completed.	Committee Chair
2. Create a recommendation and submit to the VP	Committee Chair
3. VP will approve and send to Human Resources	VP

Offer the Position

Search Task	Responsible Party
1. Verbal offer extended by Department Chair, Search Chair and/or Unit Head	Dep't Chair, Unit Head or Search Committee Chair
2. Official Offer Letter from President sent.	Human Resources

Notify Applicants/Update the Online System

Search Task	Responsible Party
1. Upon receipt of written acceptance, the Search Chair or designee should contact all other interviewees and inform them the position has been filled	Committee Chair/Designee
2. Using the on-line application system send notification email to all applicants that the position has been filled	Human Resources

Closing out the Search

Search Task	Responsible Party
1. Meet with Human Resources to review AA/EEO reports.	Committee Chair, HR
2. Forward all search committee documents and notes to Human	Human Resources