

SEARCH & SCREEN HIRING OFFICIAL CHECKLIST

- ___ Obtain approval from appropriate vice president or president to fill the position.
- ___ If search firm is going to be used, contact Equal Opportunity Programs.
- ___ Appoint members of the committee and provide list of committee membership, identified by race/ ethnicity and gender, to the Office of Equal Opportunity Programs (EOP).
- ___ Appoint committee chair or request committee to elect a chair.
- ___ Attend the first organizational meeting for the purpose of developing time line, planning advertising process and budget, and responding to committee questions.
- ___ Identify clerical support for the committee.
- ___ Complete EOP forms (PVA, Proposal for Academic Recruitment for faculty positions, Personnel Requisition for A&P positions).
- ___ Place position advertisements.
- ___ Assist committee in making arrangements for interview of candidates.
- ___ Interview recommended candidates (generally done during the same campus visit as interviews by the committee).
- ___ Select the final candidate from those recommended by search and screen.
- ___ For faculty positions: Dean's Office forward letter of offer, resume, letters of reference, and transcript, to the Provost and Vice President for Academic Affairs for approval.
- ___ For A&P positions: If advance rate is requested, a memorandum should be forwarded first to the area Vice President, then to Human Resources, then to the Budget Office, for approval of the hire. The memorandum should include a request for approval of advance rate (hiring above base salary) if appropriate, with a rationale for same. Attached should be copies of the applicant's resume, confirmation of education, and letters of reference. If the offer is at base salary, the contract should be routed through the appropriate vice president, and be accompanied by copies off the applicant resume, confirmation education, and letters of reference.
- ___ Present request for payment of moving expenses, or any other special needs, to the Director of Human Resources.
- ___ Complete Part B of the Position Vacancy Announcement. Place the white original in the position file and forward remaining two copies to EOP.
- ___ Provide storage space for all records of the Search and Screen Committee.

SEARCH & SCREEN COMMITTEE CHAIRPERSON CHECKLIST

___ Chairperson appointed by HIRING OFFICIAL or elected by COMMITTEE.

___ HIRING OFFICIAL or COMMITTEE CHAIR calls an organizational meeting to develop time line and plan advertising process. Meeting should have an OFFICE OF EQUAL OPPORTUNITY (EOP) representative present.

___ EOP forms (PVA, etc.) completed by HIRING OFFICIAL and circulated for approval.

___ OFFICE OF EQUAL OPPORTUNITY PROGRAMS receives Position Vacancy Announcement, and the Proposal for Academic Recruitment approved by the Provost or the Personnel Requisition for A&P positions, and sends out search plan request letter.

___ Advertisements placed by HIRING OFFICIAL and COMMITTEE CHAIR.

___ COMMITTEE develops criteria for ranking applicants.

___ CHAIR responds to search plan request and sends letter with Applicant Data Sheet to applicants as vita are received.

___ COMMITTEE MEMBERS individually screen vitae as they are submitted.

___ Five days after closing date, CHAIR sends summary applicant pool information to EOP requesting Certification.

___ Certification received from EOP that applicant pool contains sufficient minority group members and women; form may identify minority and female applicants.

___ After closing date, COMMITTEE meets to select top candidates.

___ Final candidate pool reviewed by COMMITTEE, using EOP certification form, to ensure that minorities and females are represented in the pool.

___ Applicants are re-reviewed by COMMITTEE, if necessary, to ensure full consideration of minority and female applicants.

___ COMMITTEE MEMBERS confirm education and check references of applicants to be interviewed.

___ Provide EOP with list of candidates selected for interview (name, race/ethnicity, gender).

___ CHAIR sends letters to applicants not selected for interviews.

___ COMMITTEE CHAIR and MEMBERS arrange interview schedule and plan interviews.

___ COMMITTEE conducts interviews.

____ COMMITTEE meets to finalize recommendations to the hiring official.

____ CHAIR forwards written recommendations to hiring official, including documentation of verification of education and references.

____ CHAIR transmits all records for storage by hiring official.