

Procedural Checklist

Special Note: All individuals with access to the materials involved in the search process must maintain **STRICT CONFIDENTIALITY** with information, including applications and committee discussions, in order to protect candidates throughout the search process.

- ☐ Department Chair/Director/Hiring Manager discusses new position with Area VP/Dean to obtain general approval to fill the position.
- ☐ Complete the Request to Fill form in Interview Exchange and submit for approval. Attach copies of a performance program (if applicable) and department org chart.
- ☐ HR circulates a requisition for approval from various individuals, including the Department Chair/Director/Hiring Manager, Area VP/Dean, Budget Office and President.
- ☐ HR notifies the Department Chair/Director/Hiring Manager when position approval is received.
- ☐ HR posts the position and gives access to the Search Committee members. Anyone who requires technical training will receive it at this time.
- ☐ Search Committee is trained and charged by the ODEI.
- ☐ Search Committee begins reviewing online applications and entering notes/comments for each Qualified candidate.
- ☐ Once the position is closed to new applications, Search Committee completes Qualified applicant review.
- ☐ Search Committee meets privately to create interview questions and the Candidate Evaluation Form they will use during the interviews. Will also discuss selection of candidates for first interviews.
- ☐ Search Committee Chair sends the questions and Candidate Evaluation Form to HR for approval.
- ☐ Search Committee Chair places all candidates in appropriate Interview Exchange folders.
- ☐ If search is "Open Until Filled," Department Chair/Director/Hiring Manager requests closure of search by Human Resources.

STOP HERE. DO NOT PROCEED. HR and/or the ODEI will review all the documents and the pool of applicants selected and provide official authorization for the Search committee to proceed. Human Resources and the ODEI retain the right to request the Search Committee interview candidates from a protected class that meet the minimum qualifications. Additionally, HR and/or the ODEI reserve the right to attend search committee meetings as a non-voting member to monitor the efficiency of the process. **The Search Committee cannot proceed until HR approval is given.**

- ☐ Once approval is received, Search Committee schedules and conducts first level interviews in person, via Google Meet, or by phone if necessary.

- ☐ Search Committee meets and decides who will move onto the second round interviews. The Search Committee Chair moves these candidates into the "Second Interview Candidates" folder in Interview Exchange.
- ☐ Search Committee Chair informs HR and/or the ODEI of list of candidates for second level interview.
- ☐ HR performs SkillSurvey reference checks for each candidate. HR forwards the completed references to the Provost, Area VP/Dean and Department Chair/Director/Hiring Manager.
- ☐ The Search Committee Chair forwards the resumes/CVs and cover letters of those scheduled for second round interviews to the Provost, Area VP/Dean and Department Chair/Director/Hiring Manager for review.
- ☐ The Search Committee Chair schedules second round interviews for each candidate with the Area VP/Dean and Department Chair. Interviews for faculty positions will include a teaching demonstration and lunch for the candidate and two department members. **Note:** Department Chair/Director is welcome to view the teaching demonstration.
- ☐ The Department Chair/Director/Hiring Manager and/or Area VP/Dean conduct second level interviews. **Note:** SkillSurvey reference reports will be sent to the Area VP/Dean and Department Chair/Director prior to scheduling those second level interviews. No jobs can be offered until reference reports from SkillSurvey have been received and reviewed.
- ☐ The Department Chair/Director/Hiring Manager or Area VP/Dean offers the position to the selected candidate and notifies HR and the ODEI of the candidate's name.
- ☐ HR will begin the background investigation. HR will notify the Area VP/Dean and Department Chair/Director/Hiring Manager of the background clearance.
- ☐ The Hiring Manager initiates the final phase of the Request to Fill, indicating the selected candidate and completing the Salary and Start Date fields, along with additional comments relating to the selection of that candidate.
- ☐ Human Resources, the ODEI, and the President sign off on final approval for candidate, including negotiated salary.
- ☐ Candidate is sent an offer letter with an official start date.
- ☐ The Search Committee Chair must ensure all completed Candidate Evaluation Forms are sent to HR. Private notes regarding the candidates can be kept for personal records or sent to HR along with the Candidate Evaluation Forms.
- ☐ Human Resources moves the selected candidate into the Hired folder in Interview Exchange. Human Resources notifies the remaining candidates, through Interview Exchange, that they have not been selected for consideration.
- ☐ Human Resources officially closes the job.