

Search Committee Checklist Administrative positions

- _____ Hiring Authority will complete a **Position Requisition Form** (Must have a complete job description attached) with VP/President signature and forward it to the Human Resources Office
- _____ Review and finalize announcement formats (web, print, listserv, etc.)
- _____ Obtain approval from the Human Resources Department prior to posting an advertisement.
- _____ Review guidelines/suggestions in the Search Committee Handbook for Committee member selection (HR representative should be an ex-officio member and attend first meeting)
- _____ Ensure committee members view the curriculum vitae/résumés received.
- _____ Prepare a consistent interviewing process, (i.e., questions, accommodations, schedule, reimbursement and interviewees).
- _____ Select candidates to be interviewed and track reasons for rejection of those not invited.
- _____ Notify the Human Resources Department of the candidates that will be brought in for interviews. Human Resources representative will participate in all interviews. NOTE: Page 8 of the Search Committee Handbook: *Interview Questions to Avoid and Appendix A: Understanding Illegal and Legal Interview Questions*
- _____ Once interview process/reference checking is complete and candidate is selected, (**prior to offer**), complete the **Request for Approval to Hire** form and forward to Human Resources.
- _____ **Prior to offer**, the Human Resources Department will notify chairperson of status of security and criminal background check.
- _____ Once offer has been extended and accepted, notify candidates not selected for the position as soon as possible.