

Search Committee Checklist Faculty

- _____ Chairperson will complete a **Position Requisition Form** (Must have a complete job description attached) with Provost's 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.
- _____ Follow guidelines 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.
- _____ Send out *Acknowledgement Letters* to all candidates who apply.
- _____ 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
- _____ 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**, notify the Human Resources Department to complete security and criminal background check.
- _____ Once offer has been extended and accepted, notify candidates not selected for the position as soon as possible.