

Office of Inclusive Excellence Search Committee Checklist

Organizing the Committee

- Appointment of search committee chair and committee members by the hiring official, dean, department chair or designee
- Review and/or create charge to search committee
- Identify tasks to be completed by the search committee chair
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- Establish search committee meetings to include a meeting with OIE prior to posting a position
- Complete online search committee training module
- Review importance of confidentiality and attendance at committee meetings
- Identify the person(s) responsible for meeting minutes, correspondence, travel arrangements, candidate itineraries, etc.

Organizing the Search

- Develop timelines for the search, including application deadline, initial review date, interview schedule, and target dates for submitting hiring recommendations
- Determine materials to be submitted by applicants and how they will be evaluated:
 - Cover letter
 - Curriculum vitae or resume
 - Letters of recommendation
 - List of references
 - Transcripts
 - Statement of philosophy, goals
 - Other: _____
- Provide the Office of Human Resources with a diversity recruitment plan (including strategies to recruit underrepresented candidates including resources utilized, rubric, interview questions); as well as, the shortlist of candidates and copy of candidate agenda

Position Description & Advertising the Position

- Develop or review a position description with the department/unit head and all members of the search committee
- Ensure position description contains only job-related criteria; as well as, identify required and preferred qualifications
- Include EEO/AA statements in all postings
- Identify journals, publications, websites, and other sources to advertise/announce the position including sources aimed specifically at underrepresented groups to broaden applicant pool
- Consult with the Chief Diversity Officer for further assistance with broadening the applicant pool, if necessary

- Retain copies of all advertisements and announcements for the search file

Communicating with Applicants/Candidates

- Send a letter of acknowledgement to all applicants
- Send an invitation to all nominated individuals
- Review guidelines for questions that can and cannot be asked of applicants
- Keep applicants informed of the search process
- Notify candidates before conducting reference or employment checks
- Maintain confidentiality of applicants

Reviewing Applications

- Develop criteria and create evaluation/rubric sheet
- Make criteria as objective as possible, do not include any information that would exclude an individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, marital status, citizenship, or status as a veteran

Checking References

- Identify the persons to conduct telephone and written reference checks
- Determine the questions to be asked each reference; all references should be asked the same questions, allowing for individualized follow-up questions as needed
- Inform applicants prior to contacting references other than those provided by the applicants

Conducting Interviews

- Develop and design a plan and schedule for the interview process and campus visits being careful to avoid bias or unlawful discrimination
- Identify all persons and groups to be involved in the interview process
- Develop specific job-related questions to ask each candidate. All candidates should be asked the same questions, allowing for individualized follow-up questions as needed
- Review list of permissible and prohibited questions; as well as, suggested interview questions to help you develop interview questions

Evaluating the Candidates

- Evaluate candidates on their qualifications and the full range of their strengths and experiences
- Document all decisions, comparing credentials and qualifications of the excluded candidates to the finalist(s)

Selecting the Final Candidate(s)

- Search committees will send list of final candidates for staff positions to Hiring Authority or faculty positions to Department Dean
- Hiring Authority or Department Dean will select the final candidate from the list of recommended candidates

- After offer has been accepted, the hiring authority or designee should notify, preferably in writing, all applicants who were interviewed that another candidate has been selected

Documenting the Search

- Collect all search committee materials and forward the materials to the Office of Human Resources; search committee records will be filed and maintained by the Office of Human Resources for three (3) years
- The file should include, but not limited to:
 - Materials submitted by each candidate
 - Copies of job announcement
 - List of interview questions
 - Summary of search committee meetings with committee members' notes
 - Rubrics and/or list of criteria
 - List of recommended candidates for hire
 - List of members on the search committee