



Search Committee Process Checklist

Phase 1:

Phase 1 is completed by the Hiring Authority as well as the HR Partner.

Phase 2:

- Search Committee members notified and they meet with the Hiring Authority for the charge meeting
- Ensure Search Committee Trainings are completed for each member
 - Avoiding Unconscious Bias in the Hiring Process Workshop: Must be renewed every two years
 - CHRS Committee courses: must be renewed annually
 - Confidentiality Form on file (only needs to be filled out once)
- After trainings are completed the Search Committee determines possible interview questions
 - Committee Chair submits Interview Question Form for review to HR Partner
- Receive Approved Interview Questions from HR Partner
- HR Partner gives Search Committee Members access to the Google drive with pertinent forms.

Phase 3:

- Search Committee reviews candidates in Page Up after given the OK from HR Partner (Candidate status will be Search Comm Review)
 - Each committee member enters their rating for each candidate in Page Up as well as track their responses/notes on the Screening Matrix
- Search Committee meets to determine which candidates will be interviewed and if there will be more than one interview (phone interview and then in person with candidates that are moving forward?)
 - Committee Chair changes statuses for candidates in Page Up
 - **First:** Search Committee Reviewed: MQ's Met / Search Committee Reviewed: MQ's Not Met
 - **Second:** Request to Interview (HR Approval Required)

- o Committee Chair creates calendar blocks for interviews and sets up interviews with candidates
 - o If a Search Committee member cannot be present for an interview a Candidate Consent and Release for Video/Audio Interview Recording must be signed by the candidate(s)
- Search Committee completes interviews
 - o Each committee member takes notes on each candidate's responses to the interview questions on the appropriate approved form
- Search Committee debriefs after all interviews are complete to determine who they will recommend
- Committee Chair (with help of Search Committee if desired) completes the Candidate Justification Form for each candidate interviewed (recommended and not recommended) and then ensures the forms are in the Google folder
 - o Once all justifications are complete, Committee Chair updates interviewed candidate's statuses in Page Up to Interview Complete - Hold

Phase 4:

- Hiring Authority reviews recommended candidate(s) and makes decision on finalist - HA updates the finalist's status in Page Up to Interview Complete - Candidate Recommended - ROI Form Request
 - o Request of Information (ROI) needs to be completed by finalist before moving forward
- After the ROI has been completed by the candidate the HR Partner confirms that there are two supervisors listed and sends the Default PageUp Reference Check questions through PageUP
- Search Committee provides all notes/documents related to the search to the HR Partner
- After the finalist has accepted the offer: Final step for the Search Committee Chair is to call/email other candidates that were interviewed to notify them that the position has been filled. If the Committee Chair does not feel comfortable contacting candidates, HR will complete this step for them after being notified. HR will notify all other non-interviewed candidates.

STAFF/MPP ESTIMATED RECRUITMENT TIMELINE

