SEARCH CHECKLIST

1. DEVELOP PRA AND OBTAIN APPROVALS FROM YOUR DEPARTMENT HEAD/DIRECTOR AND DEAN
   a. It is recommend that an electronic version be sent to me for feedback, then
   b. Once finalized, print it and have the Department Head and Dean sign it – be sure to use the most recent PRA on the Website, or it will be returned.
   c. Scan in and Send the signed PRA and the word document PRA to Vanessa Van Dyk, HR Director/EEO/AA Officer
   d. Signatures then will be obtained from: the Academic VC/Provost, the Chancellor and then the Vice Chancellor of Administration and Finance. (in that order)
   a. Additional questions may be asked in the application process to help screen candidates, a box at the bottom of the PRA is provided, contact HR for more information.

2. ESTABLISH SEARCH COMMITTEE AND NOTIFY PERSONNEL OF COMMITTEE MEMBERS

3. SCHEDULE EEO MEETING (all committee members must be present)

4. SET UP MATRIX ACCORDING TO THE PRA
   a. List required qualifications
   b. Required skills
   c. Preferred Qualifications
   d. Preferred skills

5. SCREEN APPLICANTS - Those that don’t meet minimum qualifications will be identified for you, and should be included on the matrix.

6. COME TO A CONSENSUS AND RANK CANDIDATES ACCORDING TO TIER
   a. Top Tier
   b. Middle Tier
   c. Bottom Tier
   d. Doesn’t meet minimum Qualifications

7. MAKE AN APPOINTMENT WITH THE EEO/AA OFFICER FOR MATRIX REVIEW AND APPROVAL
   a. Once approval is obtained you can move to the next step (which is usually) calling references. It could also be a 1st round of phone interviews to narrow down the candidate list or other options on a case by case basis. Please discuss next step with EEO Officer.

8. ONCE MATRIX IS APPROVED, CALL REFERENCES OF THE TOP CANDIDATES – HR will send rejection letter to candidates that didn’t meet minimums, so please provide HR with a copy of the matrix.

9. DETERMINE WHO YOU WANT TO INTERVIEW

10. GET APPROVAL TO INTERVIEW
   a. Call or Send an email to the EEO/AA Officer explaining who the committee would like to interview

11. INTERVIEW CANDIDATES

12. WRITE A MEMO DOCUMENTING THE PROCESS AND STATE WHO THE COMMITTEE WANTS TO HIRE AND WHY AND RANK ALL THOSE INTERVIEWED AND EXPLAIN WHY THEY RANK AS THEY DO.
   a. Memo must include:
      i. Search committee members
      ii. Specific information on why decisions were made regarding candidates
      iii. Who the committee chose to interview and why
iv. Ranking of those interviewed and specifics why they ranked as they did
v. Who the committee would like to hire and why

☐ 13. BEFORE THE MEMO IS APPROVED BY THE EEO/AA OFFICER – OTHER APPROVALS MUST BE OBTAINED DEPENDING ON THE POSITION: (This can be done by email/verbally or by phone)
   a. FACULTY POSITIONS OR DIRECTOR / HIGH LEVEL PROFESSIONAL POSITIONS – Must be approved by the Dept. Head, Dean, Provost and Chancellor
   b. CLASSIFIED STAFF – Must be approved by the Dept. Head or Director
   c. MBMG – Must be approved by John Metesh and Chancellor

☐ 14. MAKE VERBAL OFFER

☐ 15. INFORM EEO/AA OFFICER/HR DIRECTOR OF ACCEPTANCE OR DECLINE

☐ 16. IF ACCEPTED, SEND EMAIL TO EEO/AA OFFICER AND INCLUDE:
   a. Name of Candidate
   b. Position
   c. Salary/rate of pay
   d. Start date – Notify HR if start date changes ASAP.

☐ 17. OFFER LETTER AND/OR CONTRACT GETS SENT OUT
   a. Professional Offer Letters are handled by Victoria Pagan.
   b. Faculty Offer Letters are handled by Colleen Fink – includes visiting, adjuncts etc.
   c. Classified Offer Letters are handled by Cathy Isakson

☐ 18. CONTACT HR/CATHY ISAKSON AND REQUEST REMAINING REJECTION LETTERS BE SENT

☐ 19. SEND THE FOLLOWING DOCUMENTS TO HR/CATHY ISAKSON FOR THE SEARCH FILE
   a. CONSENSUS MATRIX
   b. REFERENCE CHECKS – QUESTIONS AND ANSWERS
   c. INTERVIEW QUESTIONS/NOTES – QUESTIONS AND ANSWERS
   d. FINAL MEMO – THAT INCLUDES (see above item 12)

☐ 20. HAVE CANDIDATE REPORT TO HR ON FIRST DAY