



## SEARCH COMMITTEE CHECKLIST

This Search Committee Checklist is to help search committees prepare for and conduct a successful search. Search Committees should be utilized for positions at the Faculty level and the Director/Dean or above, as appropriate. Search Committees should strive for a 120 day turn-a-round period, which is the recommended time period for job announcements, unless impracticable. Search committees are to work with Human Resources for guidance.

### Establishing the Committee

- Hiring Manager appoints search committee chair and committee members. (Search Committees should include representatives from areas that have a connection to the position being searched).
- Hiring Manager provides the charge to the search committee
- Search committee develops a recruitment and selection plan which includes timelines for posting, advertising, reviewing applications, interviewing, and budgets for advertising and candidate travel expenses, as appropriate
- Develop a search committee meeting schedule
- Review expectations of confidentiality and attendance at committee meetings
- The Search Chair is responsible for documenting meetings and decisions
- Provide HR the names of the Chair and Search Committee Members to the HR Employment Manager

### Organizing the Search

- Develop, create, revise the position description. Review of the position description by the hiring manager, chair and all members of the search committee. (Identify essential and marginal job functions for the position. Identify required and preferred qualifications)



- Ensure the position description contains only job related criteria and does not reflect bias or unlawful discrimination based on race, color, religion, sex, age, national origin, sexual orientation, disability, marital status, citizenship, or status as a veteran
- Develop a timeline for the search, including application deadline, interview schedule and target dates for submitting recommendations
- Determine materials to be submitted by applicants and how they will be evaluated (For example: cover letter, curriculum vitae or resume, letters of recommendation, references, transcripts, statement of philosophy, goals)
- Determine what, if any disqualifying questions or criteria exists
- Complete the Strategic Position Review (SPR) process to have the position posted, the Electronic Requisition is developed by the hiring manager with input from the Search Committee, as appropriate
- The Electronic Requisition (ER) must include comments on where to advertise the position, if advertising is requested
- Complete and submit the Electronic Requisition

### **Selection Criteria**

- Use selection criteria based on the position description, make sure minimum qualifications are included in selection criteria
- 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

### **Background Check**

- Inform HR of final candidate(s) to be interviewed in advance (prior to arrangements being made), in order to conduct background checks prior to interviews
- Receive notification from HR that the background check is satisfactory



### **Communicating with Applicants/Candidates**

- Email acknowledgement will be sent automatically to all applicants
- Communicate with all applicants in a courteous and timely manner
- Respond to applicants questions regarding the progress of the search
- Maintain confidentiality of applicants to the extent possible, as appropriate
- Review guidelines for questions that can and cannot be asked of applicants
- Notify candidates before conducting reference or employment check
- Provide candidates with contact information of the search chair as the point of contact for questions and concerns regarding the search

### **Selection of Interviewees**

- Develop and utilize objective criteria for screening vitae or resumes. Maintain timely documentation of the status of all applicants
- Based on a review of materials submitted by applicants, identify those who will and will not be considered for the position
- Ensure that all applicants are evaluated on the basis of pre-established criteria related to the position. Avoid comments, either orally or in notes that are not job related
- Determine persons to be interviewed, if there is not appropriate representation, consider additional methods to identify additional qualified candidates

### **Conducting Interviews**

- Determine whether telephone interviews are necessary and proceed, as appropriate
- Develop and design a plan and schedule for the interview process and  
Campus visits
- Schedule all persons, groups, locations, to be involved in the interview process
- Develop uniform job-related questions to ask each candidate. All candidates should be asked the same questions, allowing for individualized follow-up questions as needed



- \_\_\_ Develop objective interview rating sheets and disseminate to all interviewers
- \_\_\_ Evaluate candidates on their qualifications and the full range of their strengths and experiences

### **Selecting Final Candidates**

- \_\_\_ Document all decisions, comparing credentials and qualifications of the excluded candidates to the finalist(s)
- \_\_\_ The Direct Supervisor should have input at the final selection stage to ensure that a fit between the selected candidate and the supervisor exists
- \_\_\_ Ensure all non selected candidates who are not selected for interview, or who were interviewed but not selected, are sent an Electronic generated Non-Select email, or specialized letter, as appropriate

## **INTERVIEW QUESTIONS**

### **General Interview Questions:**

- ✓ Why are you interested in working for Central State University?
- ✓ Can you tell me something about yourself and your background as it relates to the job you are applying for?
- ✓ What are your strengths? What are your weaknesses?
- ✓ What are your goals? (Both short and long term)
- ✓ What is the most important thing you are looking for in an employer?

\*Specific interview questions should be tailored to each position



### **Types of Questions Not To Ask:**

- ✓ Inquires about the name that would indicate applicant's lineage, ancestry, national origin, or descent.
- ✓ Any inquiry indicating whether an applicant is married, single, divorced, engaged, has children, etc
- ✓ Requirement that applicant state age or date of birth or that applicant produce proof of age in the form of a birth certificate or baptismal record
- ✓ The Rehabilitation Act of 1973 forbids employers from asking job applicants general questions about whether they are handicapped or asking them about the nature or severity of their handicaps
- ✓ Gender of applicant or any other inquiry that would indicate sex. Avoid questions concerning height or weight unless you can prove they are necessary requirements for the job to be performed
- ✓ Applicant's race. Color of applicant's skin, hair or other questions directly or indirectly indicating race or color
- ✓ Specific inquiry into foreign addresses that would indicate national origin. Names or relationship of persons with whom applicant resides. Whether applicant owns or rents home
- ✓ Birthplace of applicant, applicant's parents, spouse or other relatives. Requirement that applicant submit a birth certificate or naturalization or baptismal record before employment. Any other inquiry into national origin
- ✓ Applicant's religious denomination or affiliation, church, parish, pastor or religious holidays observed
- ✓ Type of military discharge. Requirement to affix a photograph to his/her application. Whether applicant or h/his parents or spouse are naturalized or native-born U.S. citizens. Any inquiring relating to arrests
- ✓ Avoid any inquiry that is designed or can be construed as to elicit information as to race, color, ancestry, age, sex, religion, handicap, or arrest and court records unless based upon a bona fide occupational qualification