

Search Committee Checklist

- _____ Obtain a copy of *Recruiting a Diverse Workforce Guide*.
- _____ Review job description, selection criteria and qualifications for the position.
- _____ Obtain approval from the Human Resources Department prior to posting an advertisement. Post advertisements in locations that encourage qualified minorities, and women to apply.
- _____ Ensure committee members view the curriculum vitae/résumés received.
- _____ Send out *Acknowledgement Letters* and *Voluntary EEO* form 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 by completing the *Search Summary* form, prior to inviting the candidates.
- _____ Receive approval to interview from Human Resources.
- _____ Send letter to all candidates who will not be considered for interview.
- _____ Once interview process is complete and candidate is selected (prior to offer) complete the *Pre-Offer Summary* form. Obtain the necessary approvals.
- _____ Prior to offer notify the Human Resources Department to complete security and background check.
- _____ Once offer has been extended and accepted, notify candidates not selected for the position.