



Appendix A Search Chair Checklist

- ❖ Make a tentative timeline/schedule for interviews and search completion
- ❖ Maintain confidentiality at all times, sign confidentiality agreement and return to HR
- ❖ Mark all applicants who do not meet minimum qualifications in the applicant tracking system
- ❖ Make a candidate screening evaluation/rubric/score sheet based on the required qualifications of the position, see [Appendix B](#) for example
- ❖ Determine interview type for qualified applicants (face-to-face, phone or video)
- ❖ Determine appropriate interview questions, see [Appendix C](#) for suggestions
- ❖ Get prior approval for any on-campus interviews to determine budget from your appropriate Dean, VP or Provost for applicant travel expense
- ❖ Complete the Faculty Credential Approval form (faculty searches only) to ensure all transcripts have been verified before on-campus interviews take place. Send completed and signed forms to Academic Affairs. [Faculty Credentials Guidelines and Form.](#)
- ❖ Contact HR to conduct references of the top finalists **BEFORE** they come to campus
- ❖ Update the applicant tracking system as the search progresses and keep HR updated on the search progress
- ❖ After on-campus interview approval, submit PO's to the Business Office to cover candidate expenses (see Candidate Interview Expense procedures)

[Travel Procedures Information \(PDF\)](#)

- ❖ Make sure each candidate is aware of the salary and of our Interview expense policy (max \$1000)
- ❖ Make a schedule for each candidate's on-campus visit (Provost, Dean, Department Head, etc.)
- ❖ Contact the Provost office if candidates are to make a University wide presentation
- ❖ After all interviews, send top finalists names with strengths and weaknesses along with their resumes/CVs to the Dean and Provost for their determination for hire (**do not rank the applicants**)
- ❖ Notify all **on-campus** interviewees (personally) if they were not selected as a courtesy to the applicant, HR will send emails to applicants at the end of the search process
- ❖ Update the applicant tracking system at the end of the search (contact HR for assistance if necessary)
- ❖ At the end of the search, return all materials from the committee (score sheets, notes, etc.) to the Office of Human Resources and please shred any applications that have been copied

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