

Search Committee Guide/Checklist

	<u>Prepare:</u>
	Prior to recruitment, the Hiring Manager should review the details of the position and obtain approval from the Vice Chancellor of Finance and Administration.
<input type="checkbox"/>	As business needs change and job duties evolve, it is important that the position description reflects the actual job duties needed. Position description should be updated and approved by HRS prior to recruiting.
<input type="checkbox"/>	HRS recommends the following for Search Committees: -Typically between 3-7 individuals including the committee chair, who will actively participate in the recruitment for the vacancy -Identify clerical support -Although feedback may be requested from other department personnel or outside constituents, this core group will be comprised of individuals providing information to the appointing authority who will make the hiring decision in consultation with HRS
<input type="checkbox"/>	Search Committee should include individuals who will regularly interact with the newly hired employee, individuals who have knowledge of how the position impacts the department and university, and individuals from under-represented groups.
	<u>Advertise:</u>
	All open positions are posted on www.wsujobs.com and this is considered the official posting.
<input type="checkbox"/>	If advertising will be placed in locations other than the wsujobs.com website, HRS must approve the advertising language.
<input type="checkbox"/>	The search support will be responsible for placing the advertisement. HRS is available to assist in suggesting locations to post the ad if needed.
<input type="checkbox"/>	Vacancy information can also be placed on the departmental website and/or departmental social media but should contain only the approved language, approved position description and link to the official posting.
	<u>Screening Applicants:</u>
	For staff recruitments, HRS will release the applicant pool after the job posting close date. For faculty recruitments, applicants will automatically be placed “Under review by the department/committee.” The search committee will begin reviewing application materials on the screening begin date.

	It is the <u>Search Committee's responsibility</u> to carefully review each applicant's materials to ensure he/she meets the minimum qualifications of the position. Only those candidates who truly meet the minimum qualifications may be considered for the position. Things to consider during the screening phase:
<input type="checkbox"/>	The Search Committee is responsible for determining the mechanism for screening applicants. Traditional ranking forms or other evaluation methods can be used to determine the top applicants. If these forms are used, appropriate university retention is applied at the department level. Samples may be found at the Recruitment Toolkit
<input type="checkbox"/>	A department or Search Committee may not accept or consider application materials obtained outside of the official HRS job posting.
<u>Interviews:</u>	
	There are many decisions and considerations once the pool of applicants has been selected for the interview process. It is expected that the core members of the Search Committee will fully participate in all steps of the interviewing process. <u>NOTE: For staff recruitments, prior to scheduling a telephone and/or in-person interview, the search support will need to move the applicants to "Request for interview," in OPDRS. Once HRS has reviewed the request, their statuses will be moved to "Approved for interview" or HRS will be in contact with your department if they have questions.</u>
	Things to consider during interview phase- <ul style="list-style-type: none"> <input type="checkbox"/> Will there be a series of interview steps? <input type="checkbox"/> How many applicants will be invited for a campus visit? <input type="checkbox"/> What scoring method will be used to evaluate applicants? <input type="checkbox"/> Sample interview questions can be found at the Recruitment Toolkit <input type="checkbox"/> Examples of acceptable and unacceptable pre-employment inquiries can be found in the Pre-employment Inquiry Guidelines <input type="checkbox"/> An individual has been identified to coordinate the logistics of a campus visit
<u>Making a Decision:</u>	
	After all interviews have been conducted, the Search Committee should assemble to discuss the top candidates and come to a decision on the applicant(s) to recommend for hire. <u>Once a decision has been made, the hiring manager will communicate the recommendation to HRS.</u>
<input type="checkbox"/>	HRS recommends a minimum of three (3) professional references to be checked for each of the top candidates before a final decision is made.
<input type="checkbox"/>	Search Committee Chair submits "Hiring Proposal" to the appointing authority
<input type="checkbox"/>	Once the appointing authority approves an individual for hire HRS needs to be notified so they can begin processing the background check.
<u>The Offer:</u>	
	Once HRS has moved the candidate's hiring proposal to "Approved to make offer," <u>the offer of employment can be verbally communicated to the top candidate by the hiring manager or other appropriate person.</u>

<input type="checkbox"/>	An <i>official offer</i> can only be extended by the Appointing Authority of the employing department. See BPPM 60.10 . The hiring manager or clerical support can send a draft of the offer letter to HRS for review.
<input type="checkbox"/>	For AP & Civil Service positions, an offer letter signed by the Appointing Authority is required.
<input type="checkbox"/>	For Faculty positions, a request can be made for the candidate to accept the position by signing the offer letter. -The most up-to-date offer letters can be found at the Recruitment Toolkit .
<u>After Acceptance:</u>	
In order to fully close the recruitment cycle the following should be considered:	
<input type="checkbox"/>	Once the position has been filled the applicants status online will update to “position filled.” HRS recommends sending a thank you for your interest letter to all applicants who were not interviewed.
<input type="checkbox"/>	Applicants that were interviewed on campus should receive a personal phone call and follow-up with a thank you for interviewing letter –samples available
<input type="checkbox"/>	Appropriate retention should be applied to all application materials, scoring documents, interview questions etc. at the department level. See BPPM 90.01