

Search Committee Chair Checklist

I.	Search Committee Chair
<input type="checkbox"/>	Ensure appropriate access for the OES.
<input type="checkbox"/>	Review the process for leading and conducting a search.
<input type="checkbox"/>	Receive the Guest User Account log in information for the OES.
II.	Search Committee Assembly
<input type="checkbox"/>	Email committee members to welcome them to the search and include the action plan for the committee.
<input type="checkbox"/>	Contact hiring manager to discuss position and the qualifications of ideal candidate.
III.	Human Resources/Affirmative Action Meeting
<input type="checkbox"/>	Schedule the first meeting for all committee members to attend the HR/AA meeting.
<input type="checkbox"/>	Invite hiring manager to attend the first committee meeting to discuss position.
<input type="checkbox"/>	Provide committee members with the guest user account information for the OES.
IV.	Affirmative Action
<input type="checkbox"/>	Schedule an individual meeting to discuss the search process as it relates to AA.
V.	Search Committee Tasks
	<u>Initial Meeting:</u>
<input type="checkbox"/>	Provide all committee members with a copy of the job description.
<input type="checkbox"/>	Create a standard rating tool to be used when reviewing applications.
<input type="checkbox"/>	Determine the interview methods (Telephone, on campus, or both).
<input type="checkbox"/>	Establish an action plan & timeframe for application review.
	<u>Application Review:</u>
<input type="checkbox"/>	Search committee meets to discuss applicants and determine who will be scheduled for an interview.
<input type="checkbox"/>	In the OES change the status of any applicant who will not be interviewed. Contact applicants by letter notifying them they are not moving forward in the process.
<input type="checkbox"/>	Collect interview questions from committee members
<input type="checkbox"/>	Forward interview questions that will be used to Affirmative Action for approval.
	<u>Interviews:</u>
<input type="checkbox"/>	Submit list of candidates to be interviewed to Affirmative Action for approval.
<input type="checkbox"/>	Conduct phone interviews (if applicable).
<input type="checkbox"/>	Enter the candidates who will interview on campus into the Candidate for Interview section in the OES for approval.
<input type="checkbox"/>	Schedule interviews with the candidates, search committee, and other involved hiring authority.
<input type="checkbox"/>	Hold the interviews.
<input type="checkbox"/>	All candidates interviewed complete the authorization form for a background check.
<input type="checkbox"/>	Forward the completed background authorization forms to Human Resources.
<input type="checkbox"/>	With the committee discuss the interviews and forward final candidate recommendations to the hiring authority.
<input type="checkbox"/>	Complete the Final Candidate section in the OES with the candidates who are being considered for the position
<input type="checkbox"/>	Provide Human Resources with an update in regards to the status of the interviews.
VI.	Recommendation
<input type="checkbox"/>	Once the hiring authority determines the final candidate complete the Recruitment Profile portion in the OES.
<input type="checkbox"/>	The VP/Provost of the hiring department contacts final candidate to make the unofficial verbal offer.
<input type="checkbox"/>	Once the candidate accepts the unofficial offer, complete the appointment form in the OES, complete the GER form and forward it to the VP/Provost, President, & then HR.
VII.	Final Stages
<input type="checkbox"/>	Collect all interview notes from committee members
<input type="checkbox"/>	File all interview notes and other documentation as it relates to the search for 4 years.
<input type="checkbox"/>	In the OES change the status of any remaining applicant. Notify any applicants who remain by letter that they are not being hired/moved forward in the process of the search.

Please contact Victoria Phipps at (585) 245-5616 or Phipps@geneseo.edu for questions or assistance.