Classified Search Checklist: Competitive Positions

☐		Create posting (see handout, "Posting How To" Classified Postings). Form a search committee. The committee should include 3-5 individuals with at least one member from outside the work group/department.
☐		Once the position is posted, schedule an initial search committee meeting, set timeline, review job description, calendar future meetings, and interview dates. Decide on operational functions (quorums, voting). All search committee members should take the training in BizLibrary that covers the basic "do's and don't's".
☐		Once the Applicant Review date is reached HR will "release" candidates based upon the Civil Service rules.
☐		Search Committee evaluates the applicants. **Use a rubric/matrix/initial rating sheet to evaluate the applicants**. We can also do this right in the posting, using the Evaluative Criteria Guide. This will help you narrow down the applicant pool and determine who you'd like to bring in for interviews. It there are fewer than four candidates, this step is not necessary, you'll interview all candidates.
☐		Search committee meets to decide which candidates to interview. Notes/ratings should be saved to be submitted at the end of the search process.
☐		Create interview questions/interview rating sheet and **send to HR for approval**. For interview question ideas, check out the Interview Question Bank. Feel free to use the Interview Question Guide & Template for reference and guidance.
☐		Discuss applicants with the Hiring Manager (if not serving on the committee). Finalize list of candidates to interview.
☐		Call selected candidates and schedule interviews. (If possible, interview a minimum of three candidates). Let them know that the references provided on their application will be contacted. Move candidates to "Campus Interview" in OES). Moving them to "Campus Interview" will trigger the system to contact candidate's references.
☐		**If a candidate indicates they are no longer interested in the position,** notify Human Resources. More candidates may be reachable as a result.
☐		Utilize the approved interview questions and rating sheet to record the interview. All search committee members should record their own notes. Provide each candidate at interview with the "Applicant Release for Background Investigation" form found under the "Faculty & Staff" section on geneseo.edu/hr/forms. (Internal candidates will not fill this out)
☐		Check the "Recommendations" tab on the selected candidate's application in OES. If you do not receive three references (at least one supervisor) you can call references using the "Reference Check Form". If the candidate did not list a supervisor as a reference AND checked 'Yes' to contacting their employer, contact their most recent employer for a reference.
☐		Search Committee discusses the candidates and makes a recommendation to hire. Discusses decision with the direct supervisor/hiring manager.
☐		Send all rating materials, interview materials (notes, questions, names of everyone interviewed etc.), a brief e-mail with a justification of strengths and weaknesses of those interviewed and why you selected the chosen candidate, and selected candidate's completed background check release form to HR.
☐		Upon review and approval of the search materials, HR will offer you two different start dates.
☐		Call candidate and offer position. If they accept, provide the two start dates from HR and confirm their first day. Ensure that the candidate can provide current employer, at minimum, a two week notice. Salary for Classified Service is **not** negotiated. Human Resources will apply the appropriate salary at time of hire. Use the "Offer Checklist" to ensure you're mentioning all pertinent details.

☐	Fill out the Geneseo Employment Recommendation Form (GER) which is found under the [Faculty & Staff Forms section](#) and send to HR by the appointment and payroll [deadline calendar](#), found on the HR website.
☐	HR initiates onboarding and processes the appointment. HR contacts employee to schedule orientation. HR conducts Background Investigation.