Classified Search Checklist: Noncompetitive and Labor Class Positions

☐	Create posting (see handout, "Posting How To" Classified Postings). Form a search committee. The direct supervisor of the position (and anyone they report to) should not serve on the search committee. The committee should include 3-5 individuals with at least one member from outside the work zone/group (i.e. if the position is in Zones, have a member of the Grounds crew join). Feel free to include faculty/staff from outside the Facilities department.
☐	Once the position is posted, schedule an initial search committee meeting, set timeline, review job description, calendar future meetings, and interview dates. All search committee members should take the training in BizLibrary that covers the basic "dos and don'ts". Search committee will also participate in live search training. This will be taken every six months or so, dependent on who's on the search/how recently they've served.
☐	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 an interview questions/rating sheet using the Interview Question Guide & Template along with a plan for conducting practicals (if they're part of your interview process) and **send to HR for approval**. The list of approved questions can be found in the Interview Question Bank and there is also a list of sample Technical Questions.
☐	Call selected candidates and schedule interviews. Coordinate with direct supervisor so they can conduct a one-on-one interview after the larger search committee interview. (If there are enough eligible candidates, 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.
☐	Utilize the approved interview questions 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.
☐	Search committee submits rating materials, interview responses/notes, materials from practicals, any references not completed in OES, and the selected candidate's completed background check releast form to Human Resources for review.
☐	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.