


## Search Committee Chair/Committee Reviewer/Search Committee Checklist for Searches

	<p><b>GETTING STARTED</b></p> <p><input type="checkbox"/> Your Geneseo user account and password are also your user account and password for the Online Employment System (OES). There are multiple user types in the system 1) Search Committee Chair 2) Committee Reviewer 3) Search Committee Member. You will be assigned a user type(s) based on your role.</p> <p><input type="checkbox"/> Log into the Online Employment System at: <a href="https://jobs.geneseo.edu/hr">https://jobs.geneseo.edu/hr</a></p> 
	<p><input type="checkbox"/> Search Committee Chair schedules first meeting with committee, department head and/or VP (to charge the committee), HR employment coordinator (for search process and online employment system review).</p>
	<p><b>1. INITIAL MEETING</b></p>
	<p><input type="checkbox"/> Review the job description and announcement of vacancy (job advertisement), specifically outlining the required and preferred job qualifications. The information is contained in the job posting located in the OES.</p>
	<p><input type="checkbox"/> Review the time frame for reviewing applications, reviewing references and conducting initial/campus interviews (refer to dates in the OES). Calendar future meetings, and interview dates. Assign note takers. Decide on operational functions (quorums, voting).</p>
	<p><input type="checkbox"/> Review the Evaluative Criteria established in the OES. Search committee members will evaluate applicants within the OES.</p>
	<p><input type="checkbox"/> Determine the interview methods (Telephone/Skype, on campus, or both).</p>
	<p><input type="checkbox"/> Collect interview questions from committee members and develop list of initial and campus interview questions.</p>
	<p><input type="checkbox"/> Forward initial and campus interview questions to Affirmative Action for approval. Final approved interview questions need to be sent to Human Resources. HR will upload interview questions and attach in the OES.</p>
	<p><b>2. APPLICATION REVIEW AND APPROVALS</b></p>
	<p><input type="checkbox"/> All search committee members and search committee chair evaluate applicants using the evaluative criteria function in the OES.</p>
	<p><input type="checkbox"/> Meet to discuss applicants based on individual evaluations and review results. Committee formulates an overall evaluation for each applicant, including recommendations for initial interviews.</p>
	<p><input type="checkbox"/> In the OES, Committee Reviewer changes the applicant status of the applicants recommended for an initial interview to "Recommended for Initial Interview to Department".</p>
	<p><b>3. INITIAL INTERVIEWS AND APPROVALS</b></p>
	<p><input type="checkbox"/> Committee receives approval to conduct initial interviews from Affirmative Action and the Department. (System status: "Initial Interview Approved".)</p>
	<p><input type="checkbox"/> Conduct Initial Interviews- committee members record answers to initial interview questions.</p>
	<p><input type="checkbox"/> Meet to evaluate candidates based on application materials and results from initial interviews. Committee formulates an overall evaluation for each applicant, including recommendations for campus interviews.</p>
	<p><input type="checkbox"/> Committee Reviewer completes the evaluative criteria for each candidate who received an initial interview. This step is completed in the OES.</p>
	<p><input type="checkbox"/> In the OES, Committee Reviewer changes the applicant status of the applicants recommended for a campus interview to "Recommended for Campus Interview to Department".</p>
	<p><input type="checkbox"/> Once approval is received, from Department, Affirmative Action and Division (System status: "Campus Interview Approved"); create an interview itinerary and schedule interviews according to the itinerary.</p>
	<p><input type="checkbox"/> After approval for campus interviews is received, the Committee Reviewer changes status of applicants no longer under consideration to "Not Interviewed, Not Hired". Email notifications are sent to applicants at that time.</p>
	<p><b>4. CAMPUS INTERVIEWS</b></p>
	<p><input type="checkbox"/> Hold the interviews according to the itinerary.</p>
	<p><b>5. RECOMMENDATION TO HIRE</b></p>

□	Meet to evaluate candidates based on application materials, results from initial interviews, results from campus interviews and results from references. Committee formulates an overall evaluation for each applicant, including final recommendations of acceptable or not acceptable.
□	In the OES, Committee Reviewer completes the evaluative criteria for each candidate who received a campus interview.
□	In the OES, Committee Reviewer changes the applicant status for each candidate interviewed, in accordance with the recommendations of the committee. Search Chair will meet with hiring manager/department head/chair about the recommendations and status changes.
<b>6.</b>	<b>EXTENDING AN OFFER/HIRING</b>
□	The VP/Provost, or their designee, of the hiring department contacts final candidate to make the unofficial verbal offer. The negotiated and accepted offer will be captured in the OES using the Hiring Proposal function (see instructions for creating a Hiring Proposal)
□	Department and/or VP/Provost Office completes the Geneseo Employment Recommendation (GER) form and forwards it to the VP/Provost, President and HR. Human Resources will work with VP/Provost Offices to obtain an authorized GER form and an official appointment letter signed by the President.
<b>7.</b>	<b>FINAL STAGES</b>
□	Division changes the status of applicants that remain in the system to either “Interviewed Not Hired” or “Not Interviewed Not Hired”. <b>Applicants will be informed by email about their status.</b>
□	Search Committee Chair will collect all interview notes/documentation from committee members and send to HR for the official search file.