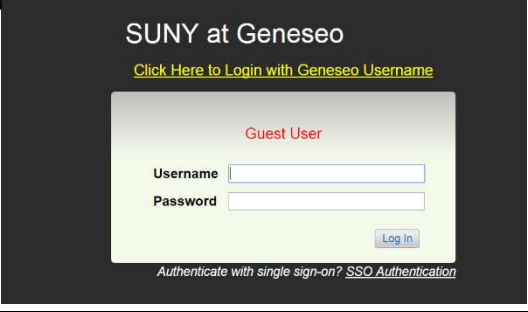


## Checklist for Searches

<b>1</b>	<b>GETTING STARTED</b>
<input type="checkbox"/>	<p>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 Chair/Committee Reviewer 2) Search Committee Member, etc. You will be assigned a user type(s) based on your role.</p>
<input type="checkbox"/>	<p>Log into the Online Employment System at: <a href="https://jobs.geneseo.edu/hr">https://jobs.geneseo.edu/hr</a></p> <p>You must use the gold "Click Here to login with Geneseo Username" to sign in. (If you are not a Geneseo employee contact Human Resources for instructions.)</p>
	
<b>2</b>	<p>The Search Committee Chair meets with Human Resources (HR) to review the search process, job description, discuss recruitment/advertising/outreach efforts, and Q&amp;A.</p>
<b>3</b>	<b>PLANNING MEETING</b>
<input type="checkbox"/>	<p>Search Committee Chair schedules first meeting with committee, department head and/or VP. The department head and/or VP attends and charge the committee. You may have an HR representative review the search process with the committee at this meeting.</p>
<input type="checkbox"/>	<p>Review the resource materials provided by HR (Checklist, Outline, Illegal Questions, etc.)</p>
<input type="checkbox"/>	<p>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>
<input type="checkbox"/>	<p>Plan outreach and advertising efforts that the department and committee will perform. This is in addition to advertising provided by HR.</p>
<input type="checkbox"/>	<p>Review the time frame for evaluating applications, reference checking and conducting initial/campus interviews. Calendar future meetings, and interview dates. Assign note takers. Decide on operational functions (note takers, quorums, voting).</p>
<input type="checkbox"/>	<p>Review the Evaluative Criteria established in the OES.</p>
<input type="checkbox"/>	<p>Collect interview questions from committee members and develop list of initial and campus interview questions. Questions should be open ended and behavioral in nature. Each set of questions must contain queries on diversity and inclusion.</p>
<input type="checkbox"/>	<p>Forward initial and campus interview questions to HR for approval.</p>
<b>4</b>	<b>APPLICATION REVIEW AND APPROVALS</b>
<input type="checkbox"/>	<p>All Search Committee and Search Committee Chair evaluate applicants using the evaluative criteria function in the OES.</p>
<input type="checkbox"/>	<p>Deliberation Meeting: Search Committee meets to discuss applicants based on individual evaluations and review results. Committee formulates an overall evaluation for each applicant, including recommendations for initial interviews.</p>
<input type="checkbox"/>	<p>In the OES, Search Chair changes the applicant status of the applicants recommended for an initial interview to "Recommended for Initial Interview to Department".</p>
<b>5</b>	<b>INITIAL INTERVIEWS AND APPROVALS</b>
<input type="checkbox"/>	<p>Search Chair receives approval to conduct initial interviews from Affirmative Action and the Department. (System status: "Initial Interview Approved". The Search Chair receives an email for each candidate that is approved.)</p>
<input type="checkbox"/>	<p>Conduct Initial Interviews- Search Committee record answers to initial interview questions on the rating sheet.</p>
<input type="checkbox"/>	<p>Deliberation Meeting: Search Committee meets to discuss results from initial interviews. Committee formulates an overall evaluation for each applicant, including recommendations for campus interviews.</p>
<input type="checkbox"/>	<p>Search Chair completes the evaluative criteria for each candidate who received an initial interview. This step is completed in the OES.</p>
<input type="checkbox"/>	<p>In the OES, Search Chair changes the applicant status of the applicants recommended for a campus interview to "Recommended for Campus Interview to Department".</p>
<input type="checkbox"/>	<p>Once approval is received, from Department, Affirmative Action and Division (System status: "Campus Interview Approved" the Search Chair receives an email for each candidate that is approved.); create an interview itinerary and schedule interviews according to the itinerary.</p>
<b>6</b>	<b>CAMPUS INTERVIEWS</b>

<input type="checkbox"/>	Hold the interviews according to the itinerary.
<input type="checkbox"/>	Search Chair needs to collect the Background Investigation Release Form from each candidate interviewed. (Background Investigation Release found at: <a href="http://www.geneseo.edu/hr/forms">http://www.geneseo.edu/hr/forms</a> .)
<input type="checkbox"/>	Forward the completed background authorization forms to HR in a sealed envelope. HR will run a background investigation on the selected candidate only.
<b>7 RECOMMENDATION TO HIRE</b>	
<input type="checkbox"/>	Deliberation Meeting: Search Committee meets to evaluate candidates based on application materials, results from initial interviews, results from campus interviews and results from references. Search committee formulates an overall evaluation for each applicant, including final recommendations of acceptable or not acceptable.
<input type="checkbox"/>	In the OES, Search Chair completes the evaluative criteria for each candidate who received a campus interview.
	In the OES, Search Chair changes the applicant status of the applicants recommended for a hire to "Recommended to Department Acceptable Candidate."
<input type="checkbox"/>	Search Chair will meet with hiring manager/department head/chair about the recommendations and status changes.
<b>8 EXTENDING AN OFFER/HIRING</b>	
<input type="checkbox"/>	The VP/Provost, submits the Hiring Proposal in the OES. Upon HR approval the VP/Provost or their designee contacts final candidate to make the unofficial verbal offer.
<input type="checkbox"/>	Department and/or VP/Provost Office completes the Geneseo Employment Recommendation (GER) form and forwards it to the VP/Provost, President and HR. HR will work with VP/Provost Offices to obtain an authorized GER form and an official appointment letter signed by the President.
<b>9 FINAL STAGES</b>	
<input type="checkbox"/>	HR works with the Division Secretary and Search Chair to change the status of applicants that remain in the system to either "Interviewed Not Hired" or "Not Interviewed Not Hired", etc. and notes the appropriate reason for non-hire. <b>Applicants will be informed by email about their status.</b> The department head or their designee should notify all applicants that interviewed on campus, of the outcome of the search.
<input type="checkbox"/>	Search Committee Chair will collect all interview notes/documentation from search committee members and send to HR for retention in the HR search file.