Classified Search Checklist

☐		Posting (see handout, '"How To" Classified Postings)
☐		Once the position is posted, schedule an initial search committee meeting, set timeline, review job description, calendar future meetings, and interview dates. Assign note takers. Decide on operational functions (quorums, voting). Invite HR Employment Coordinator to this meeting to review process and discuss 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**.
☐		Search committee meets to decide which candidates to interview.
☐		Create interview questions/interview rating sheet and **send to HR for approval**.
☐		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). <u>Let them know that the references provided on their application will be contacted.</u>
☐		Utilize the approved interview questions and rating sheet to record the interview. Provide each candidate at interview with the background investigation release form found under the recruitment and selection section on geneseo.edu/hr/forms.
☐		Move applicants accordingly in OES ("campus interview" or "not interviewed not hired"). Moving them to "Campus Interview" will trigger the system to contact candidate's references. If you do not receive three references (At least 2 professional) within a few days you can call references using the form found at the bottom of the page: https://www.geneseo.edu/hr/employment under Classified Service Recruitment. References are viewed on the application under the Recommendations tab.
☐		Search Committee discusses the candidates and makes a recommendation to hire.
☐		Hiring Manager moves the recommended candidate to Division.
☐		Notify Human Resources to move selected candidate to "Selected for Hire."
☐		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 he or she accepts, provide the two start dates from HR and confirm his/her 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. Remind them that the offer is contingent upon passing a background check.

☐	Fill out the Geneseo Employment Recommendation Form (GER) which is found under the Appointment section of geneseo.edu/hr/forms and send to HR by the appointment and payroll deadline calendar which is found on the HR website.
☐	HR initiates onboarding and processes the appointment. HR contacts employee to schedule orientation. HR conducts Background Investigation.