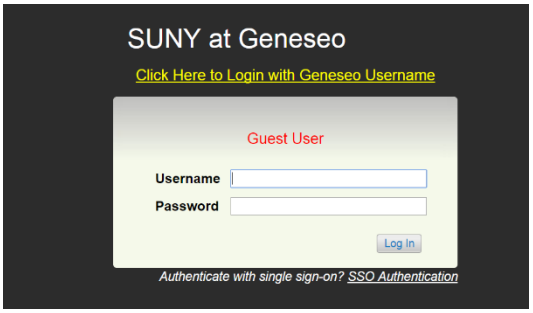
Search Procedures Checklist for Faculty/Staff

	GETTING STARTED
□	Your Geneseo user account and password are also your user account and password for the Online Employment System (OES). The main user types in the system are Search Chair/Committee Reviewer and Search Committee Member. You will be assigned a user type(s) based on your role. If you believe you require alternate access, contact HR for assistance.
□	Log into the Online Employment System at: https://jobs.geneseo.edu/hr Be sure to use the yellow link above the guest user box 
□	The Search Committee Chair schedules the first meeting with the committee, department head and/or VP (to charge the committee), HR employment coordinator (for search process and online employment system review).
1.	**INITIAL MEETING**
□	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.
□	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).
□	Review the Evaluative Criteria established in the OES. Search committee members will evaluate applicants within the OES.
□	Determine the interview methods (Telephone/Zoom/Teams, on campus, or both).
□	Collect interview questions from committee members and develop a list of initial and campus interview questions.
□	Forward initial and campus interview questions to Human Resources for approval. Each set of interview questions must include a DEI question.
2.	**APPLICATION REVIEW AND APPROVALS**
□	All search committee members and search committee chair evaluate applicants using the evaluative criteria function in the OES.
□	Meet to discuss applicants based on individual evaluations and review results. Committee formulates an overall evaluation for each applicant, including recommendations for initial interviews.
□	In the OES, the Search Chair changes the applicant status of the applicants recommended for an initial interview to "Recommended for Initial Interview to Department", each level of approval will keep moving it forward.
3.	**INITIAL INTERVIEWS AND APPROVALS**
□	Once approvals are received, (from Department and Affirmative Action) the system status will appear as "Initial Interview Approved"; schedule interviews accordingly.
□	Conduct Initial Interviews- committee members record answers to initial interview questions.
□	Meet to evaluate applicants based on application materials and results from initial interviews. Committee formulates an overall evaluation for each applicant, including recommendations for campus interviews.
□	Search Chair completes the evaluative criteria for each applicant who received an initial interview. This step is completed in the OES.
□	In the OES, the Search Chair changes the applicant status of the applicants recommended for a campus interview to "Recommended for Campus Interview to Department", each level of approval will keep moving it forward.
4.	**CAMPUS INTERVIEWS**
□	Once approval is received, (from Department, Division and Affirmative Action) the system status will appear as "Campus Interview Approved"; create an interview itinerary and schedule interviews according to the itinerary.
□	Hold the interviews according to the itinerary.
5.	**RECOMMENDATION TO HIRE**
□	Meet to evaluate applicants 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, the Search Chair completes the evaluative criteria for each applicant who received a campus interview.
□	In the OES, the Search Chair changes the status for each applicant interviewed, in accordance with the recommendations of the committee. The Search Chair will meet with hiring manager/department head/chair about the recommendations and status changes.
6.	**EXTENDING AN OFFER/HIRING**
□	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.
□	Once offer has been accepted, search chair or hiring manager will reach out to all applicants that were interviewed to notify them they were not selected.
7.	**FINAL STAGES**
□	HR changes the status of applicants in the system. Applicants that were not interviewed will be informed by email about their status.
□	Search Chair will collect all interview notes/documentation from committee members and send to HR for the official search file.