

# SEARCH COMMITTEE CHECKLIST

To help search committees prepare for and conduct a successful search, this checklist has been prepared to address the various components of this process: establishing the committee, organizing the search, advertising the position, developing selection criteria, communicating with applicants/candidates, selecting interviewees, conducting interviews and selecting final candidates. Making sure each aspect has been satisfactorily addressed will help the work go smoothly and ensure a lawful search. If you have any questions regarding the checklist please contact the [Equal Opportunity/ADA Office](#).

## Establishing the Committee

- \_\_\_\_\_ Appointment of search committee chair and committee members by the hiring official, dean, department chair or designee
- \_\_\_\_\_ Charge to the search committee by the hiring official
- \_\_\_\_\_ Identify tasks to be completed by the search committee
- \_\_\_\_\_ Complete Online Search Committee Training Module
- \_\_\_\_\_ Establish search committee meeting schedule
- \_\_\_\_\_ Post meeting notices as required by the NC Open Meetings Law  
[Open Meetings Submission Form](#)
- \_\_\_\_\_ Review expectations of confidentiality and attendance at committee meetings
- \_\_\_\_\_ Appoint a search committee recorder responsible for documenting meetings, keeping records of decisions
- \_\_\_\_\_ Develop budget, including advertising and travel expenses for candidates and committee members

## Organizing the Search

- \_\_\_\_\_ Develop or review position description with the department/unit head and all members of the search committee
  - Identify essential and marginal job functions for the position
  - Identify required and preferred qualifications
- \_\_\_\_\_ Faculty or staff members participating on a search committee for the first time should complete the EPA RecruitmentWeb Training for Search Committee Members
- \_\_\_\_\_ Chairperson should review EPA RecruitmentWeb highlights and process flow reminders with Search Committee members when developing recruitment plan
- \_\_\_\_\_ Ensure position description contains only job related criteria and does not reflect bias or unlawful discrimination based on race, color, religion, sex, age, national origin, sexual orientation, disability, marital status, citizenship, or status as a veteran

- \_\_\_\_\_ Develop a timeline for the search, including application deadline, interview schedule and target dates for submitting recommendations
- \_\_\_\_\_ Determine materials to be submitted by applicants and how they will be evaluated
  - Cover letter
  - Curriculum vitae or resume
  - Letters of recommendation
  - List of references
  - Transcripts
  - Statement of philosophy, goals
  - Other
- \_\_\_\_\_ Address all equal opportunity/affirmative action procedures
  - Review advertisement language, sources, and posting duration
  - Ensure inclusion of EOE statement in all postings
  - Develop a recruitment strategy to ensure a diverse and talented pool of applicants
  - Create requisition in RecruitmentWeb prior to posting advertisements or announcements
  - Submit Interim Selection Document to the Equal Opportunity/ADA Office for approval prior to scheduling or conducting interviews
  - Submit Final Selection Document the Equal Opportunity/ADA Office for approval prior to making job offer to final candidate(s)

### **Advertising the Position**

- \_\_\_\_\_ Identify name, phone number or email address of the department contact for the position
- \_\_\_\_\_ Identify appropriate national, regional and local recruiting market for the position
- \_\_\_\_\_ Identify individuals, institutions, websites, publications and other sources to receive position announcement
- \_\_\_\_\_ Make sure the advertisement includes all required information and has the appropriate approvals

### **Selection Criteria**

- \_\_\_\_\_ Develop and use selection criteria based on the position description
- \_\_\_\_\_ Make criteria as objective as possible, do not include any information that would exclude an individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, marital status, citizenship, or status as a veteran

### **Communicating with Applicants/Candidates**

- \_\_\_\_\_ Email acknowledgement will be sent automatically to all applicants
- \_\_\_\_\_ Send an invitation to apply to all nominated individuals
- \_\_\_\_\_ Communicate with all applicants in a courteous and timely manner
- \_\_\_\_\_ Keep applicants informed on the progress of the search

- \_\_\_\_\_ Maintain confidentiality of applicants to the extent possible
- \_\_\_\_\_ Review guidelines for questions that can and cannot be asked of applicants
- \_\_\_\_\_ Notify candidates before conducting reference or employment check

### **Selection of Interviewees**

- \_\_\_\_\_ Develop and utilize objective criteria for screening vitae or resumes; and maintain timely documentation of the status of all applicants
- \_\_\_\_\_ Based on a review of materials submitted by applicants, identify those who do and do not meet the minimum qualifications; consider transferability of skills and experiences (e.g. use a matrix)
- \_\_\_\_\_ Ensure that all applicants are evaluated on the basis of pre-established criteria related to the position. Avoid comments, either orally or in notes that are not job related
- \_\_\_\_\_ Determine persons to be interviewed, if there is not appropriate representation of target groups; consider methods to identify additional qualified candidates
- \_\_\_\_\_ Note targeted group members that were screened out of the pool and ensure they were given serious consideration

### **Conducting Interviews**

- \_\_\_\_\_ Develop and design a plan and schedule for the interview process and campus visits being careful to avoid bias or unlawful discrimination
- \_\_\_\_\_ Identify all persons and groups to be involved in the interview process
- \_\_\_\_\_ Develop specific job-related questions to ask each candidate. All candidates should be asked the same questions, allowing for individualized follow-up questions as needed
- \_\_\_\_\_ Develop interview rating sheets and disseminate to all interviewers
- \_\_\_\_\_ Evaluate candidates on their qualifications and the full range of their strengths and experiences

### **Selecting Final Candidates**

- \_\_\_\_\_ Document all decisions, comparing credentials and qualifications of the excluded candidates to the finalist(s)

### **Record Retention**

- \_\_\_\_\_ Search Committee documentation should include:
  - Materials submitted by each applicant
  - Evaluation of search materials
  - Search committee feedback and notes made during interviews
  - Copies of all ads
  - Summary of search committee meetings
  - Name, position, and title of each search committee member
- \_\_\_\_\_ Search committee records should be maintained for three (3) years.

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