Search Committee Checklist 2014

This checklist should be used as a guideline for hiring per Board Policy 5.9. Careful note should be taken for those elements that are department or college specific.

Search Committee Chairperson’s Responsibility:

☐ Establish a search committee where required per Board Policy 5.9.
☐ Schedule meeting with Human Resources to discuss the hiring process and develop a timeline for filling position. Posting is for a minimum of ten days before the official review process can begin.
☐ Schedule initial search committee meeting to confirm requirements prior to reviewing applications.
  ➢ All committee members must sign confidentiality agreement.
☐ Determine a timeline for completion of search process, select interview dates, develop qualifications based on job description and selection criteria, and develop interview questions.
☐ For faculty positions, the committee should determine if a teaching demonstration is required and decide on a topic.
☐ Work with HR to determine time/date interviews should be held. HR will schedule interviews and notify the committee of the interview schedule.
  ➢ Request one minimum 1-week notice for candidates in-state
  ➢ Request one minimum 2-week notice for candidates out-of-state
☐ For faculty positions, schedule a classroom for teaching demonstration and interview.
☐ Schedule campus tour, if needed.
☐ Human Resources will schedule visit with College President to coincide with the interview, if needed.
☐ The final selection process begins after the last candidate’s visit is completed.
☐ Return all application materials and interview/search documentation to Human Resources after the interview.
☐ References need to be contacted by the chairperson for the selected candidate. All notes and/or reference information will be forwarded to Human Resources.
☐ Discuss recommendation to hire with area Vice President and confirm recommendation to hire with the Director of Human Resources.
☐ Director of Human Resources will confirm recommendation and salary with Area Vice President and College President.
☐ Director of Human Resources will contact selected candidate to extend a job offer once approved by administration. Human Resources will confirm with the chairperson upon acceptance.
☐ Chairperson contacts Search Committee members to thank them for their work and confirm the acceptance of the candidate.
☐ Follow up with Candidate after job offer is accepted to confirm start date, location to meet, dress attire.
☐ Send email to ECC announce informing staff of the new person, start date, office location, phone number, email address and brief overview of duties.

Search Committee’s Responsibility:

☐ The search committee is given a job description, advertisement of the vacant position and essential and preferred criteria for selection.
  ➢ All committee members must sign confidentiality agreement.
  ➢ It is critical that all candidates be treated equally.
  ➢ Make criteria as objective as possible. Do not include any criteria that would exclude an individual on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.
  ➢ Committee members are not to utilize social media and/or casenet/court searches to investigate the applicant. Human Resources will conduct the background check on all applicants per Board Policy 5.40.
Review applications and rank them according to qualifications outlined in the job description, advertisement and determined by committee.

- Applicants who do not meet the minimum criteria should be screened out.
- Identify top 3-5 candidates to be interviewed for the position (consider having 2 alternates).

Develop interview questions and submit to Human Resources for approval.

- All candidates must be asked the same set of questions. Individualized follow-up questions may be asked.
- Develop specific job-related questions to ask each candidate.
- Do not ask questions that relate to the applicant’s race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.
- Provide Human Resources with electronic version so that copies can be made.

Complete applicant appraisal form for each candidate interviewed.

- Committee discusses the candidate’s strengths and determines the candidate that best fits the position requirements.
- Committee will make a recommendation to hire to the Area Vice President and Human Resources.

**Human Resources’ Responsibility:**

- Contact candidates to schedule interviews and notify committee members of interview schedules.
- Provide copies of application materials, interview questions, and other related documents needed for interviews.
- Calculate salary and extend official job offer to selected candidate.
- Notify committee chairperson of acceptance, and confirm start date.
- Notify candidates of hiring decision
- Process Pre-Employment Background check for new hire.
- Prepare “Recommendation to Hire” memo for Board approval for Full-time Professional Staff and Faculty.
- Enter Web Helpdesk request to set up new hire accounts, including email, phone, etc.
- Data entry of new hire into Datatel.
- Issue Contract for Professional Staff and Faculty
- Process new hire paperwork
- Conduct New Employee Orientation.

NOTICE OF NON-DISCRIMINATION – Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Multipurpose Building, telephone number 636-584-6710 or hrnotice@eastcentral.edu.