

This checklist should be used as a guideline for hiring per Board Policy 5.17.

Chairperson's responsibilities include the oversight and coordination of the committee's tasks.

- Select search committee members
- Meet with Human Resources to discuss the job posting and the hiring process.
- Meet with Human Resources and search committee to discuss hiring process and develop a timeline.
- Schedule campus tour guide, if needed.
- For faculty positions, schedule a classroom for teaching demonstration and interview.
- Coordinate interview questions and provide Human Resources with electronic version
- Conduct reference checks for finalist. Forward reference information to Human Resources.
- Discuss committee's recommendation to hire with area Vice President.
- Confirm with Human Resources the approval of the Vice President to hire.

Committee member's responsibilities include screening applications, selecting and interviewing candidates and making a recommendation to hire to the Vice President/President.

- All committee members must sign confidentiality agreement
- Search committee determines the essential and preferred selection criteria based on job description.
 - Make criteria job related and 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 member reviews applications and ranks according to selection criteria and position qualifications.
- Committee selects three to five candidates to interview (consider alternates).
 - Human Resources schedules interviews
 - Prefer a one-week notice for candidates in-state and a two-week notice for candidates out-of-state
- Select interview questions and submit to Human Resources for approval prior to interview.
 - Develop specific job-related questions.
- Conduct Interviews (Typically 30-60 minutes) Interviews may be by phone, skype, and/or in person
 - All candidates must be asked the same set of questions.
 - 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. Marital status, children, pregnancy, arrest record or conviction record.
- Complete applicant appraisal form.
- Committee selects the candidate that best fits the position requirements.
- Committee will make a recommendation to hire.
 - Committee chair takes recommendation to Vice President
- All search committee documents must be retained by Human Resources.
- For faculty positions, the committee should determine teaching demonstration topic.

Human Resources' responsibilities are compliance with employment laws and to provide oversight and overall coordination of the hiring process.

- Human Resources will create job posting and market the job opening.
- Human Resources will have a representative assist with the Search Committee process.
- Human Resources provides copies of application materials, interview questions, and other related documents needed for interviews.
- Human Resources contacts candidates to schedule interviews and notify committee members of interview schedules.
- Human Resources will schedule visit with College President to coincide with the interview, if needed.
- Director of Human Resources will confirm recommendation to hire and salary recommendation with Vice President and College President.
- Director of Human Resources will contact selected candidate to extend a job offer once approved by College President.
- Human Resources sends letter of intent to the candidate
- Prepare "Recommendation to Hire" memo for Board approval for Full-time Professional Staff and Faculty.
- Human Resources will confirm with the chairperson and committee upon acceptance.
- Human Resources will contact other candidates informing them of the search committee's decision.
- Follow up with Candidate after job offer is accepted to confirm start date/time, location to meet, dress attire, answer any questions.
- Human Resources will process Pre-Employment Background check for new hire per Board Policy 5.10.
- Human Resources will coordinate completion of new hire paperwork and work ticket.

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