

ATTACHMENT B
EHRA-NF Search Committee Checklist
Appalachian State University
Office of Human Resources

Organizing the Committee

- Hiring authority or designee charges the search committee
- Establish search committee meeting schedule and identify tasks to be completed by the search committee
- Identify the person(s) responsible for documenting search committee meetings, votes, etc
- The search committee chair adds the search committee members in the posting in Appstate Careers (People Admin)

Position Description

- Department creates the new position description or updates an existing position description in AppState Careers and submits forward for approval. **Please note information in the position description is used to create the posting.**
- Ensure position description contains only job-related criteria; identify essential functions of the position as well as minimum qualifications and preferred qualifications. Complete the Posting Information section. Indicate the required and optional additional documents, and utilize the optional Supplemental Question feature to assist in screening applications.
- Identify outreach strategies to locate and encourage underrepresented persons to apply and develop a comprehensive recruitment plan designed to broaden the applicant pool; make sure you fill out the recruitment plan in AppState Careers.
- Review the position description with the department/unit head and all members of the search committee
- Review and address AA/EEO policies and procedures.

HR Creates Posting

- **Once the position description action is approved, HR creates the posting from the position description.**
- All EHRA-NF postings are posted to the Chronicle/Vitae, HigherEd Jobs, Local Job Network, and HERC (Higher Education Recruitment Consortium)
- Search Committee/Hiring Department is responsible for additional advertisements.
- Once the position is posted, the chair of the search committee will be notified via email. The chair has access to add search committee members and utilize the Evaluative Criteria feature in AppState Careers.

Organizing the Search

- Develop timelines for the search, including initial review date, interview schedule, evaluative criteria for evaluating applications, and target dates for submitting hiring recommendations.
- Search committee chair and members should not evaluate applicants until the rubric is outlined and approved by committee.

Communicating with Applicants

- An email of acknowledgement of application materials is generated by AppState Careers.
- Affirmative Action/EEO information will be requested from the applicant through AppState Careers.
- Communicate with all applicants in a courteous and timely manner. Keep them informed of the progress of the search. A variety of email templates are available to send as bulk email to applicants.

Reviewing Applications

- Develop criteria and create evaluation sheet using AppState Careers or develop outside of the system (rubric)
- Review materials submitted by the applicants using AppState Careers
- While reviewing applicants, the search chair is responsible for moving them through the workflow in Appstate Careers If the search committee determines that a candidate is not qualified; move them to that status. A box will pop up asking for the reason why the applicants isn't qualified. Choose the one that best explains why they aren't qualified. If they are qualified, move them to "qualified."

Checking References

- Identify persons to conduct telephone and written reference checks
- Determine the questions to be asked each reference; all references should be asked the same questions, allowing for individualized follow-up questions as needed
- Chair of the search committee must obtain permission by email from each applicant to contact indicated references, non-indicated references, and direct supervisors.
- If applicable, obtain written permission to share applicant files with the department, supervisors, or anyone who is not on the search committee.

Evaluating the Candidates

- Evaluate applicants and complete phone interviews. Determine whether they are to move forward in the workflow process, or if they need to be moved through the workflow to “phone interviewed – not hired”
- Document all decisions, comparing credentials and qualifications of the finalists and those who did not receive further consideration
- Evaluate applicants on their qualifications and full range of strengths and contributions
- Change the applicant status in AppState Careers to "Selected for Interview-Requires Compliance/EEO Review" for HR to approve on campus interviews.

HR reviews the AA/EEO data and, if approved, notifies the search chair approval to invite applicants for campus interviews.

Conducting Interviews

- Design the interview process and campus visit with AA/EEO principles in mind; review list of permissible topics for discussion during interviews and social time with applicants
- Identify all persons and groups to be involved in the interview process
- Develop specific job-related questions to ask each applicant; all applicants should be asked the same questions, allowing for individualized follow-up questions as needed
- Collect written comments from others who interact with the applicants; retain and include in the official search file

Selecting the Final Candidate

- When the search committee has concluded its deliberations and is ready to make recommendation(s) to the hiring authority, the chair sends forward the finalist recommended by moving applicant to “Recommend for Hire.” The hiring authority will begin the Hiring Proposal for the selected applicant.
- Once the Hiring Proposal has received all the necessary approvals, HR moves the Hiring Proposal to “Extend Offer” and the Division’s Contract Initiator will contact the hiring authority to extend the offer. The Contract Initiator is responsible for issuing the contract. When the signed contract is returned, the Contract Initiator moves the Hiring Proposal to Offer Accepted.

New Hire

- After the offer has been accepted, HR issues the background check (if applicable), confirms the Hiring Proposal, and sends New Appointment Letter (cc: supervisor). If the successful candidate is a new hire, HR sends new hire paperwork electronically.
- Search chair sends non selection letters via email to all applicants interviewed but not hired. [Sample Letters](#)
- HR moves the Posting to “Filled” which sends an automated email to all applicants.

Documenting the Search

- Gather all search committee materials and contact University Records; the file should include, but not be limited to, the following: a list of members on the search committee, the job announcement, all supporting materials, correspondence, notes of committee members, list of interview questions, reference checks, rating sheets (rubric) and/or lists of criteria, records of votes, and the list of candidates recommended for hire. If using AppState Careers, you do not have to submit the application materials. They are saved in the system