

ATTACHMENT B

EHRA Non-Faculty Search Committee Checklist

Appalachian State University Office of Human Resources

Organizing the Committee

- Charge to search committee by the hiring official or his/her designee
- Appointment/election/recognition of search committee chair
- Establish search committee meeting schedule
- 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 and search committee members will need to be listed when the posting is created in Appstate Careers (People Admin)

Position Description

- Develop or review a position description with the department/unit head and all members of the search committee
- Ensure position description contains only job-related criteria; identify essential functions of the position as well as required and preferred qualifications
- Create a new position description or update an existing position description in AppState Careers and submit forward for approval
- Review and address AA/EEO policies, procedures and forms
 - Review advertisement language, sources, and posting information; the AA/EEO statement will automatically post when you create the position description in Appstate Careers.
 - 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
 - Attach proposed announcements so HR can post to the Chronicle/Vitae, HigherEd Jobs and Local Job Network
- Once the position description is approved, then the chair of the search committee will be sent an email to create a posting through AppState Careers

Organizing the Search

- Develop timelines for the search, including initial review date, interview schedule, and target dates for submitting hiring recommendations

Communicating with Applicants

- An email of acknowledgement of application materials will be 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

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.
- 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”
- Change the applicant status in AppState Careers to "Selected for Interview-Requires Equity Review" for HR to approve on 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

Evaluating the Candidates

- 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
- The search committee chair will move the applicants along in the workflow in AppState Careers to either “finalist” or “campus-interviewed – not hired.”

Selecting the Final Candidate

- When the search committee has concluded its deliberations and is ready to make recommendation(s) to the hiring official, the chair sends forward the finalists recommended by moving them to “recommend for hire.” More than one applicant can be moved to this status. The hiring official will begin the Hiring Proposal for the selected applicant
- It is the responsibility of the chancellor, provost, the appropriate vice chancellor or designee to issue the contract through AppState Careers by creating a hiring proposal
- After the offer has been accepted, the AppState Careers system will send an automated email to the unsuccessful applicants. It is suggested that the search chair send the applicants that interviewed a personal email

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