

Hiring Authority's Charge To Search Committee



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INTRODUCTION

The hiring authority may charge the committee to perform any or all aspects of a search, except for making the final selection. The committee may screen, interview and refer applicants who successfully meet those minimum qualifications to the hiring authority although the hiring authority still retains the right to consider any or all applicants.

DIRECTIONS

The hiring authority should indicate by **checking YES or NO** as to the task s/he wishes the committee to perform and enter pertinent information as applicable. The hiring authority may add to the following list.

Important reminder: Any task not completed by the screening or search committee must be completed by the hiring authority.

Position # _____

Position Title: _____

Department: _____

Hiring Authority: _____

COMMITTEE CHARGE

The hiring authority had determined the role of the committee as described below.

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Diversity Pool | The AA/EO coordinator and the search chair reviews the candidates to analyze how protected classes are represented. If there are no protected classes in the pool at this time, the AA/EO Coordinator will be asked to sign off that all candidates were given equal treatment in the process or may suggest that the hiring authority further advertise to elicit more minority candidates. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Interview Criteria | Based on vacancy announcement and consultation with hiring authority, committee should determine minimum and preferred criteria used to review application. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Application Review | Review all applications against the criteria set. The deadline for beginning review of applications for the position has been set for _____. You should meet and initiate your screening and selection process so that you may complete initial review of applications received by the above date. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 1st Interview List | After screening, narrow the 1 st interview pool approximately _____ candidates and provide that information to the hiring authority. Complete by _____. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Interview Questions | Compile interview questions for phone interview. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Telephone Interview | Conduct phone and/or preliminary interviews to determine the recommended finalists. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | References Interview | Conduct reference interviews to determine the recommended finalists. Review and narrow the pool to approximately _____ candidates and provide that information to the hiring authority. Complete by _____. |



<input type="checkbox"/> YES <input type="checkbox"/> NO	Finalist List	Review and narrow the pool to approximately _____ candidates and provide that information to the hiring authority. Complete by _____. <input type="checkbox"/> Rank top _____ applicants <input type="checkbox"/> List pros and cons <input type="checkbox"/> List strengths and weaknesses Submit the names of finalists and their files to the hiring authority. Be prepared to supply additional finalists in the event this is requested by the Dean/Director. After the finalists are selected, the hiring authority will decide how many will be invited to interview on campus. Final decisions on invitations will be made by the hiring authority.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Interview Schedule	Contact finalists and schedule interviews. It is expected that arrangements for visitations will be made via phone calls by the search committee chair to the invited finalist(s). The goal is to have interviews completed and offers of appointment made and accepted by _____.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Finalist Interviews	Interview candidate and provide feedback to hiring authority.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Other Candidates	Contact candidates not chosen to continue in the interviewing process by letter. Submit letter to HRS for approval prior to sending.
Other Comments or Tasks added by hiring authority: _____ _____ _____ _____ _____		