**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.*

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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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 **COMMITTEE CHARGE**

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

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|  **YES** **NO** | **Diversity Pool** | The AA/EO coordinator and search chair (for staff searches) or dean (for faculty searches) shall review the pool of candidates to verify the diversity of the pool. If there are not enough applicants and/or no protected classes or otherwise no evidence of sufficient diversity in the pool, the search chair and AAEO may choose to extend the application deadline to help diversify the candidate pool or the AAEO may certify that all applicants had an equitable and equal opportunity to apply for the position. When the pool is approved, the committee may then proceed with reviewing the pool. |
|  **YES** **NO** | **Interview Criteria** | Based on vacancy announcement and consultation with hiring authority, committee should determine minimum and preferred criteria used to review application. The hiring authority approves criteria. |
|  **YES** **NO** | **Application Review** | Once pool is approved, review all applications against the criteria set. The target deadline by which we will review all applications: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. You should meet and initiate your screening and selection process so that you may complete initial review of applications received by the above date.   |
|  **YES** **NO** | **1st Interview List** | After screening, narrow the 1st interview pool approximately \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_candidates and provide list to the hiring authority for approval. Submit list by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. |
|  **YES** **NO** | **Interview Questions** | Compile interview questions for phone or Zoom interview and final interview. |
|  **YES** **NO** | **Phone/Zoom Interview** | Conduct phone and/or preliminary interviews to determine the recommended finalists.  |
|  **YES** **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 \_\_\_\_\_\_\_\_\_\_\_. |
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|  **YES** **NO** | **Finalist List** | Review and narrow the pool to approximately \_\_\_\_\_\_\_\_ candidates and provide a proposed finalist list to the hiring authority by \_\_\_\_\_\_\_\_\_\_\_.* Rank top \_\_\_\_\_\_\_\_ applicants
* List pros and cons
* 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.  |
|  **YES** **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  **YES** **NO** | **Finalist Interviews** | Interview candidate and provide feedback to hiring authority.  |
|  **YES** **NO** | **Other Candidates** | Once offer is accepted, notify all candidates that search has concluded. Work with HRS to ensure that language for notification is approved if there has not been an automated notification via Peopleadmin.  |
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| Other Comments or Tasks added by hiring authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |