

UNIVERSITY OF NORTHERN COLORADO

Hiring Authority's Charge To Search Committee

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 has determined the role of the committee as described below.

YES	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 verify that all candidates were given equal treatment in the process or may suggest that the hiring authority further advertise to elicit more minority candidates.
YES	NO	Interview Criteria	Based on the vacancy announcement and consultation with AA/EO coordinator, the committee should determine minimum and preferred criteria used to review application.
YES	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.
YES	NO	1st Interview List	After screening, narrow the 1st interview pool to approximately _____ candidates and provide that information to the hiring authority and AA/EO coordinator. Complete by _____.
YES	NO	Interview Questions	Compile interview questions for phone/Skype interview in consultation with the AA/EO coordinator.
YES	NO	1st Interviews	Conduct phone/Skype interviews to determine the recommended finalists. The AA/EO coordinator should be present during interviews.
YES	NO	References Interview	Conduct reference interviews to determine the recommended finalists.

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YES	NO	Finalist List	<p>Review and narrow the pool to approximately _____ candidates and provide that information to the hiring authority. Complete by _____. Present finalists in the following format:</p> <ul style="list-style-type: none">Rank top applicantsList pros and consList strengths and weaknesses <p>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.</p>
YES	NO	Interview Schedule	<p>Contact finalists and schedule campus 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 _____.</p>
YES	NO	Finalist Interviews	<p>Interview candidate and provide feedback to hiring authority</p>
YES	NO	Other Candidates	<p>Contact candidates not chosen to continue in the interviewing process by letter. Submit letter to HRS for approval prior to sending.</p>

Other Comments or Tasks added by hiring authority: