

# Search Chair Checklist

Position: \_\_\_\_\_

Department: \_\_\_\_\_

**Committee Members:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Numbers:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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- Schedule Initial meeting with Committee to discuss search
  - Provide members with job description & minimum requirements
  - Provide members with Guest User access information to review applications in PeopleAdmin
  - Prepare Applicant Checklist for each application to help committee narrow down field

**AFTER APPLICATION DEADLINE HAS PASSED:**

- All applications and supporting documents have been reviewed
- Incomplete applications have been marked as “Not Hired” and not considered for position
- Complete applications were reviewed and checklists are completed to narrow down field
- Committee met to select top candidates for interview
- Emailed Paulette Smith [psmith@selu.edu](mailto:psmith@selu.edu) in Human Resources the names of candidates selected for interview
- Completed at least 3 Reference Checks on all candidates that will be invited to campus for interview
- Printed Search Committee Candidate Travel Instruction Sheet and reviewed Recruiting Travel Guidelines
- Completed estimates on candidate expenses and created electronic TA prior to candidate traveling
- Completed expense accounts for reimbursement of expenses after candidate has traveled
- Scheduled final meeting with committee to determine final candidate(s) for recommendation
- Prepared memo to Department Head/Dean for Recommendation of Employment
- Turned all search committee interview notes and candidate checklists over to Department Head/Dean

Search Chairperson: \_\_\_\_\_

Date Completed: \_\_\_\_\_