

Hiring Manager/Authority Search Committee Checklist

Our hiring policies and procedures ensure equal employment opportunities for all applicants, uniform reporting procedures, and compliance with federal and state laws and regulations. This checklist is designed to guide the Hiring Manager/Authority through key points of the Search Committee recruitment process.

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	<p>Identify Chairperson and members for Search Committee</p> <ol style="list-style-type: none"> (1) Email the Search Committee list to your HR Representative (if not previously submitted during HR Recruitment Consultation) (2) HR will review for training requirements (will be required if not completed in the past year) (3) Access to requisition will be granted
	<p>Meet with Chairperson to discuss hiring needs of the department relating to the search.</p> <ol style="list-style-type: none"> (1) diversity and affirmative action plans for the department (2) specific knowledge, skills, and abilities needed for the position (3) preferences in experience and education (4) develop timeline for first round and on-site interviews (block calendars) (5) establish goal start date (6) determine communication method from Search Chair (all records must be included in the Recruitment file submitted to HR)
	<p>Begin reviewing applications & identify candidates for first round interviews.</p> <ol style="list-style-type: none"> (1) Verify ALL applications have been vetted. Any questions, please refer to your HR representative as listed on the requisition. (2) Establish your first round list and compare to the list provided by the Search Committee (you may ADD to the list, but cannot remove from the list) (3) Communicate with the Search Chair of the approved list (4) Communicate with HR representative of approved list (HR Representative will update application statuses in PageUp) (5) Position is closed to additional applicants (6) If first round interviews are not successful, notify the HR Representative so the position can be updated and reopened (7) Review the previously blocked calendar dates to determine if they need to be adjusted
	<p>Conduct First Round interviews with candidates</p> <ul style="list-style-type: none"> • Can be Phone or Online (Zoom/Teams) depending on the size of the applicant pool
	<p>Evaluate candidates and identify for second round/on-campus interviews.</p> <ol style="list-style-type: none"> (1) Establish your candidate list and compare to the list provided by the Search Committee (you may ADD to the list, but cannot remove from the list) (2) Communicate the approved list to the Search Chair (initiate conversations with the Committee if the Chair has any questions regarding the difference in lists) (3) Review the previously blocked calendar dates to determine if the dates need to be adjusted. <p>*Review with Chairperson to determine if an additional round of interviews is required prior to on-campus interviews. If not, proceed to on-campus interviews.*</p>
	<p>After final interviews:</p> <ol style="list-style-type: none"> (1) Evaluate candidates to determine best fit for position

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	<p>(2) Compare selection to that of the Search Committee (preferably a minimum of two). Initiate conversations with the Committee if you or the Chair has any questions regarding the selection.</p>
	<p>Determine whom to make offer:</p> <p>(1) Create Offer Card and route for Approvals. Please do not make verbal offer until the President has electronically approved.</p> <p>(2) HR will receive approved offer and initiate the pre-employment process (can review the offer card approval process to determine the current step)</p>
	<p>Coordinate with Search Chair to directly contact interviewees:</p> <p>(1) Communicate to Final Round candidates that final deliberations are underway and should be finalized within the next couple weeks/days (prevents candidates from being in limbo or emailing/calling for updates)</p> <p>(2) Inform them when the final selection has been made. This professional courtesy should be extended to internal (JSU) candidates especially.</p>
	<p>SPECIAL NOTES:</p> <p>Interview Process:</p> <ul style="list-style-type: none"> • must attend all interviews • may not attend the Search Committee deliberations • must compile selection list and compare to list provided by Search Committee • discuss any discrepancies with Search Committee (if deemed necessary) • may add candidates for interview to the Search Committee list but NOT remove <p>General Notes:</p> <ul style="list-style-type: none"> • Ensure Search Chair submits all documentation from the committee to Human Resources, including reference checks and documents/communications regarding the selections. • Send any transcripts to the Provost Office or facultycredentials@jsu.edu. • System emails will be sent to all applicants once Appointment Letter is accepted and faculty contract is signed. • Onboarding of new employee will begin. Email notification will be sent once New Hire Paperwork is completed and employee record entered into Banner • System Access can then be requested/granted • Required Training Email will be sent to employee and Hiring Manager copied <p>Hiring Authority Responsibilities:</p> <ul style="list-style-type: none"> • should be involved throughout process • may be included in the Search Committee/Hiring Manager meetings (separate from deliberations) • should review and vet candidates