

Search Committee Chair 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>Search Committee training is conducted by Human Resources</p> <ol style="list-style-type: none"> (1) Any member who has not completed training within the past year will be required to complete updated training (2) Once complete, access to the requisition will be granted (3) Chairperson will receive a toolkit including checklist and sample rubrics
	<p>Meet with Hiring Authority/Manager 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) preferred 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>Initial search committee meeting must be held with all members prior to the review of applications to setup tentative dates for application reviews, phone/skype interview, onsite interviews, etc.</p>
	<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 submit to the Hiring Authority (3) Hiring Authority may ADD to the list, but cannot remove candidates. (4) Communicate approved list with HR Representative (HR Representative will update application statuses in PageUp) (5) Position is closed to additional applicants (6) If first round interviews are not successful, the Hiring Manager must notify the HR Representative so the position can be updated and reopened (7) Review the previously blocked calendar dates to determine if the dates 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 second-round candidate list and communicate list with the Search Chair (2) Hiring Authority may ADD to the list but cannot remove candidates. (3) Communicate the approved list with HR Representative (HR Representative will update application statuses in PageUp) (4) Review the previously blocked calendar dates to determine if the dates need to be adjusted. <p>*Review with committee to determine if an additional round of interviews is required prior to on-campus interviews. If not, proceed to on-campus interviews.*</p>
	<p>Reference Checks:</p>

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	<ul style="list-style-type: none"> (1) Must be completed prior to on-campus interviews (2) Provides an additional evaluation tool (3) Hiring Authority will determine how/who will complete the reference checks: <ul style="list-style-type: none"> a. May designate a Search Committee member to complete all reference check b. May designate multiple members of the Search Committee to complete.
	<p>Official Transcripts:</p> <ul style="list-style-type: none"> 1. Only required for the Final Round candidates 2. Must be sent to the Provost's Office prior to on-campus interviews. 3. Must have all official transcripts for all institutions attended. 4. Candidates must have the transcripts sent directly from the institution to facultycredentials@jsu.edu, or they can be mailed to: <p>Jacksonville State University Office of the Provost/235 Angle Hall 700 Pelham Road North Jacksonville, AL 36265</p>
	<p>After final interviews:</p> <ul style="list-style-type: none"> (1) Evaluate candidates to determine best fit for position (2) Submit selections to the Hiring Authority (preferably a minimum of two). (3) Do not rank the candidates
	<p>Assist Hiring Authority in directly contacting interviewees:</p> <ul style="list-style-type: none"> (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) (2) Inform them when the final selection has been made. This professional courtesy should be extended to internal (JSU) candidates especially.
	<p>SPECIAL NOTES:</p> <ul style="list-style-type: none"> • Interview process: • Search Chair sends 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. • 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