

Search Committee Checklist

Each committee member should use this checklist to ensure all trainings, items, and tasks are completed during the search process. The special roles (Chair, Diversity Champion, search admin/HRL) have a specific section in the checklist. All other members can look at the search committee members section for their checklist items.

Position Title: _____ Job Posting Date: _____

Department: _____ Priority Fill Date: _____

Completed	Search Committee Chair	NOTES
	Review Search Committee Guidelines	
	Watch HR search committee charge training (if not taken in the last 6 months)	
	Watch the Implicit Bias Training (if not taken in the last 6 months)	
	Complete CU: Search Committee Training: Inclusive Recruiting Practices in SkillSoft (if not taken in the last 2 years)	
	Complete attestation for participating in search committee. It is the chair's responsibility to ensure all other committee members have completed the attestation before the priority date	
	Check with Hiring Authority to ensure Human Resources Liason has been assigned to support the search and update CU Careers	
	Review job description prior to being submitted to Human Resources for posting and ask hiring authority for clarification as needed. The job description cannot be updated at this point. If the job description needs to be updated, it must go back to the hiring authority and the search process must stop until the job description is finalized	
	Work with HRL and/or hiring authority to secure voting/non-voting Diversity Champion.	
	Review list of acceptable and unacceptable interview questions . Contribute to the development of interview questions and types of interviews	
	Determine use of HireVue for first round interviews. Communicate decision about use of HireVue to HR Professional.	
	Establish timeline for the Search Committee to have tasks accomplished. This timeline must include priority date, first round interview dates, second round interview dates and tentative start date. Communicate timeline with Human Resources Professional	
	Determine if there are additional job boards to post to that will benefit recruitment (professional associations, industry specific job boards, etc.). If so, work with HR Liaison to determine if budget is available for these postings and to get the posting up on the job board. All postings should direct applicants to apply through CU Careers.	
	Initiate applicant reviews after the priority date. More information about how to use Taleo is available here.	
	As applicant reviews start, maintain master copy of search rubric (found under Search and Hire Process --> Other)	
	Communicate and schedule times with Search Committee regarding applicant review, interviews, etc.	
	Communicate with Hiring Authority regarding how candidate pool is looking, how interviews are going, etc.	
	Schedule interviews with committee and selected candidates.	
	Communicate with candidates (as appropriate) to keep them engaged in the process. Let them know timelines for next steps and if they are no longer being considered. Review candidates care guidelines .	
	Conduct first round interviews	
	Before second round or on-campus interviews, provide HR with finalists to verify minimum qualifications (along with exceptional criteria, as required, e.g. list of related fields for consideration) (Cherwell)	
	Submit list of recommended finalists to Hiring Authority	
	Send final copy of rubric to HR Liason	
Completed	Search Committee Members	NOTES
	Review Search Committee Guidelines	
	Watch HR search committee charge training (if not taken in the last 6 months)	
	Watch the Implicit Bias Training (if not taken in the last 6 months)	
	Complete CU: Search Committee Training: Inclusive Recruiting Practices in SkillSoft (if not taken in the last 2 years)	

	Complete attestation for participating in search committee. Committee members will not have access to candidates until this attestation is complete.	
	and ask for clarification from hiring authority as needed. The job description cannot be updated at this point. If the job description needs to be updated, it must go back to the hiring authority and the search process must stop until the job description is finalized	
	Contribute to ideas of where to post position (professional associations, industry specific job boards, etc.)	
	After priority date, use appropriate search rubrics to evaluate candidate applications (recommended). More information about how to use Taleo is available here.	
	Review list of acceptable and unacceptable interview questions . Contribute to the development of interview questions and types of interviews	
	Contribute to the development of interview questions and types of interviews	
	Contribute to development of timeline for the Search Committee to have tasked accomplished	
	Conduct Interviews	
Completed	Diversity Champion	NOTES
	Review Search Committee Guidelines	
	Watch HR search committee charge training (if not taken in the last 6 months)	
	Watch the Implicit Bias Training (if not taken in the last 6 months)	
	Complete CU: Search Committee Training: Inclusive Recruiting Practices in SkillSoft (if not taken in the last 2 years)	
	Complete attestation for participating in search committee. Committee members will not have access to candidates until this attestation is complete.	
	Review unit demographic data	
	Distribute aggregate Equal Employment Opportunity (EEO) demographics data to Search Committee	
	After priority date, use appropriate search rubrics to evaluate candidate applications (recommended). More information about how to use Taleo is available here.	
	Contribute to the development of interview questions and interview process to eliminate road blocks and barriers to hiring for all candidates	
	Contribute to development of timeline for the Search Committee to have tasks accomplished	
	Conduct Interviews	
Completed	Business Partner HR Liaison	NOTES
	As needed, review Search Committee Guidelines	
	As needed, review Search and Hire Guide	
	Ensure all Search Committee Members have completed "CU: Search Committee Training: Inclusive Recruiting Practices" on SkillSoft	
	participating in search committee. It is also recommended that the attestation completion emails are uploaded into the CU Careers posting under the attestation tab	
	Attend search committee charge meeting to ensure process is being followed and to get timeline for the posting	
	Assist hiring manager in finding a diversity champion. If there are people on campus that you know that have taken the DC training, feel free to reach out to them. There is also a Teams diversity champion team where you can submit requests for people that are trained diversity champions. When submitting a request, please include the job title and timeline for the search.	
	Ensure candidates are dispositioned correctly in CU Careers using the search rubric provided by the search chair	
	Upload the final search rubric to the attachments tab in the posting	
	Draft Letter of Offer and submit for review via Cherwell	
	Request references via Skill Survey from finalists	
	Send Background Check Release form to final candidate	
	Request transcripts and other onboarding documentation (I-9, pledge, DOB/SSN, etc.) from final candidate	
	Attach completed search rubric to requisition in CU careers	