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members sectio

Position Title:

Department:

Completed

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Search Committee Checklist

e member should use this checklist to ensure all trainings, items, and tasks are completed during the s
versity Champion, search admin/HRL) have a specific section in the checklist. All other members can l
on for their checklist items.

_____ **Job Posting Date:** _____

_____ **Priority Fill Date:** _____

Search Committee Chair
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
Search Committee Members
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
Diversity Champion
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
Business Partner HR Liaison
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

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