



# SEARCH CHAIR CHECKLIST

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- **Appoint/Introduce Yourself to Members**

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- 1. The appointing authority/supervisor will work with you to determine search committee members
- 2. Reach out to committee members to introduce yourself as the chair of the search and thank them for their time

- **Complete training**

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- 1. Skillsoft Training - “Search Committee Training, Recruiting Diverse Talent to the University” (valid for 2 years)
- 2. Implicit Bias training – YouTube link:  
<https://www.youtube.com/watch?v=6RyRjBkxKrl>
- 3. Read/review the [search committee guidelines](#)

- **First Search Committee Meeting (aka charge meeting)**

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- 1. Schedule the first charge meeting with the committee members, supervisor, search admin, and HR representative
- 2. Listen and engage in HR search guidelines
- 3. Participate in review of Job Description/Job Posting with supervisor and committee
- 4. Verify everyone understands the qualifications and how they will be evaluated when reviewing applicants
- 5. Facilitate completion of candidate evaluation rubric

- 6. Contribute to development of diversity champion approved interview questions and finalize
- 7. Brainstorm where to post the position and how to actively recruit
- 8. Send search admin any job posting changes so that HR can post the position
- 9. Discuss using [HireVue](#) (on-demand or live) for this search and record intro and closing videos, while assigning question videos to other committee members

- **During Search Process (before priority date)**

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- 1. Encourage members to actively recruit applicants for the position using different platforms (social media, professional events, previous work acquaintances, etc.)
- 2. Be main point of contact to correspond with candidates

- **Applicant Review (after priority date)**

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- 1. Set up initial applicant review meeting to discuss candidates with committee members
- 2. Notify the HR Liaison/search admin once a candidate has been identified as not moving forward **at every point in the search process** so appropriate correspondence can be sent to candidates in a timely manner
- 3. Identify candidates for first round interviews and work with HR Liaison/search admin to schedule those interviews or send out HireVue invites
- 4. Determine final 3-5 candidates for final interviews and send those names to main HR for minimum qualification verification

- **Finalists Selected**

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- 1. Provide the same follow-up guidance to all finalists
- 2. Work with committee members and search admin to determine interview slots available

3. Call or email each candidate to verify they are still interested and, if so, schedule their interviews based on available interview slots

- **Final Chair Obligations**

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1. Provide the final master copy search rubric to the HR Liaison or search admin to disposition, send correspondence, and attach the master copy to the posting