Search Committee Checklist

Completed	Task	Responsible Party(ies)*
☐	Review and update job description for vacant position	Hiring Authority and HR
☐	Open an action in PeopleAdmin for position approval	AAC or PA Supervisor/Manager
☐	Prepare screening questions	AAC or Department Admin
☐	Select search committee and search committee chair	Hiring Authority
☐	Present "Charge" to the search committee to include expectations, confidentiality and conflicts of interest	Hiring Authority
☐	Prepare a recruitment plan; develop "ground rules," recruitment approach, and advertising resources	Search Committee
☐	Post the position for required amount of time	Human Resources
☐	Place advertising for the position	AAC or Department Admin
☐	Job Seekers apply for position	Job Seekers
☐	Develop set of position-specific interview questions	Hiring Authority/Committee
☐	Review and screen applications for minimum qualifications	Search Committee
☐	Using preferred qualifications, review and select top applicants for initial screening interview	Search Committee
☐	Conduct initial screening interview by telephone or Skype	Search Committee
☐	Schedule and invite candidates for on-campus interviews	Search Committee or Dept Admin
☐	Interview candidates, document candidate responses	Search Committee
☐	Select the top candidate for hire based on pre-established job-related criteria	Hiring Authority
☐	Move top candidate to "Recommend for Offer" and begin hiring proposal in PeopleAdmin	AAC or Search Coordinator
☐	Verify reference list with top candidate and inform him/her that references will be contacted	Search Committee Member

☐ Contact references	Hiring Authority or Committee
☐ Contact top candidate with contingent offer	Hiring Authority
☐ If offer is accepted, request a background check	Affirmative Action Coordinator
☐ Conduct Criminal Background Check	Human Resources
☐ Make a final offer after the background check is completed	Hiring Authority
☐ Confirm acceptance in writing with an offer letter	AAC or Department Admin
☐ Notify the unsuccessful candidates and express appreciation for interest in the U of I	Search Committee Chair
☐ Move the successful candidate to hired in PeopleAdmin	Affirmative Action Coordinator
☐ Move all applicants and candidates to their final disposition	Search Coordinator/AAC
☐ Mark position closed in PeopleAdmin then mark "Filled." Applicants will receive a system-email	Affirmative Action Coordinator
☐ Gather and properly store documents at least 5 years	AAC or Department Admin
☐ Onboard new hire	Hiring Authority

The Search Committee Chair should work with the AAC to ensure all tasks are completed, especially final notification of applicants and candidates.