

Search Committee Checklist
Appalachian State University
Office of Equity, Diversity and Compliance

Organizing the Committee

- Charge to search committee by the hiring official or his/her designee
- Appointment/election/recognition of search committee chair
- Establish search committee meeting schedule
- Identify tasks to be completed by the search committee
- Identify the person(s) responsible for documenting search committee meetings, votes, etc

Position Description

- Develop or review a position description with the department/unit head and all members of the search committee
- Ensure position description contains only job-related criteria; identify essential functions of the position as well as required and preferred qualifications
- Review and address AA/EEO policies, procedures and forms
 - Review advertisement language, sources, and posting information
 - Ensure inclusion of AA/EEO statements in all postings; all job advertisements must contain the following: “Appalachian State University is an Affirmative Action/Equal Opportunity Employer”
 - Identify outreach strategies to locate and encourage underrepresented persons to apply and develop comprehensive recruitment plan designed to broaden the applicant pool
- Include one print ad in a national publication in your recruitment plan

Organizing the Search

- Develop timelines for search, including initial review date, interview schedule, and target dates for submitting hiring recommendations
- Complete “EPA Job Description Form and Recruitment Plan” (Form 1) and submit for approvals
This form must be completed and signed prior to advertising the position.
- Post the job advertisement
- Send an electronic copy to Robin Waters (watersre@appstate.edu) for posting on five (5) web sites
- Determine if interview will occur at professional conferences; review confidentiality requirement for conference interviews

Communicating with Applicants

- Send a Letter of Acknowledgment to all applicants and ask them to complete the on-line “Affirmative Action Data Request Form” located on the EDC web site; advise that completion of the form is voluntary and the form will be kept separate from application materials

Reviewing Applications

- Develop a standardized mechanism for screening applications; develop and use objective selection criteria
- Review materials submitted by the applicants; consider transferability of the applicants’ experiences and skills; identify those who do and do not meet minimum qualifications

Checking References

- Identify persons to conduct telephone and written reference checks
- Determine the questions to be asked each reference; all references should be asked the same questions, allowing for individualized follow-up questions as needed

- Chair of the search committee must obtain permission from each candidate to contact indicated references, non-indicated references, and direct supervisors, if applicable; obtain written permission to share applicant files with department faculty and others, if applicable
- Select candidates to be interviewed
- Complete the “Interim EPA Recruitment Report” (Form 2); EDC will complete the AA/EEO information on the Interim EO Statement and Applicant Flow Form
The search committee may not contact semi-finalists until the director of compliance has approved and returned the Interim EO Statement.

Conducting Interviews

- Design the interview process and campus visit with AA/EEO principles in mind; review list of permissible topics for discussion during interviews and social time with candidates
- Identify all persons and groups to be involved in the interview process
- Develop specific job-related questions to ask each candidate; all candidates should be asked the same questions, allowing for individualized follow-up questions as needed
- Collect written comments from others who interact with the candidates; retain and include in the official search file

Evaluating the Candidates

- Document all decisions, comparing credentials and qualifications of the semi-finalists and those who did not receive further consideration
- Evaluate candidates on their qualifications and full range of strengths and contributions

Selecting the Final Candidate

- When the search committee has concluded its deliberations and is ready to make recommendation(s) to the hiring official, the chair completes a separate “EPA Compliance Report” (Form 3) for each person recommended, along with supporting documentation, and sends the reports for approval
- When a contract is issued, it is the responsibility of the chancellor, provost, or the appropriate vice chancellor to issue the contract
- After the offer has been accepted, the search committee chair should inform the other interviewees and all other applicants that the position has been filled; notify EDC by e-mail (watersre@appstate.edu) that the position has been filled or the search has failed

Documenting the Search

- Gather all search committee materials and forward the materials to the Office of Archives and Records; the file should include, but not be limited to, the following: a list of members on the search committee, the job announcement, all applications and supporting materials, a copy of all completed and approved EEO forms, correspondence, notes of committee members, lists of interview questions, reference checks, records of votes, and the list of candidates recommended for hire

7/2008