

**Staff Search Process Checklist**

- \_\_\_ Instructions to review resumes: **8.9 How to View Resumes /Managing Dispositions of Applicants**
- \_\_\_ Review resumes/evaluate applicant pool. Information on reviewing resumes: **Conducting Fair and Thorough Review of Applicants / Evaluating Applicant Resume Checklist / Phone Interview Questions**. You can prescreen immediately. Interviewing starts 5 work days after posting.
- \_\_\_ Skills Assessment if applicable (MS Word, Excel, etc.) is offered through Human Resources (HR). HR administers skills assessments, M-F, 9 a.m. - 3 p.m. No appointment is necessary. HR is located on the 2nd Floor of Expressway Towers. Guide to scores: **ReviewingSkillsAssessments.pdf**
- \_\_\_ Review **Tips for Building Search Committee/Interview Team**. Distribute the guideline doc: **Search Committee-Interview Team Guidelines** to team along with copy of job posting. Meet with Interview team. Interviewing Info doc: **Interviewing**. Sample questions: **Behavioral Interview Questions**.
- \_\_\_ Interview process: Use Campus Interview Question form to write notes during the interview and review to complete Applicant Evaluation Form. Each interviewer must complete **Applicant Evaluation Form**. For each candidate interviewed; have candidates complete **Intellicorp Authorization and Release Form** (you can email the form to the candidates and have them bring you the completed form to the interview). If they are not selected as one of the top two you will shred the form after the position has been offered and accepted by another candidate. Provide map/parking info.
- \_\_\_ Check references help: **Checking References / Reference Check Sheet** . Send or fax the Background Release form to HR for the top two candidates as soon as you have the top two identified. HR can process the form before you submit the Search Summary to save time in the hire process. HR fax: 214-768-2299.
- \_\_\_ After selecting finalist complete: **Search Summary Form**.
- \_\_\_ Search Summary Packet should include: Printed copy of completed Search Summary Form ; Resumes for each interviewed candidate along with their Applicant Interview Evaluation Forms and skill assessment score results (where applicable); Resumes of all prescreened candidates; all original mailed/faxed hard copy resumes sent to you from HR. Include your notes from the prescreen interviews, reviewing resumes checklists, and reference check form/sheets. Send Search Summary packet to HR or FO/Dean for review and approval if applicable.
- \_\_\_ HR (1) Reviews documentation; (2) Follows-up on the status of criminal and/or financial background check (3) approves the hire in collaboration with the Office of Institutional Access and Equity and (4) will e-mail you when an offer can be made.

**Process Steps Overview:** 1) Develop strategy; 2) Hold time on calendar(s); 3) Review resumes; 4) Pre-screen; 5) Schedule interviews ; 6) Interview candidates, collect applicant interview evaluation forms, send background form to HR; 7) Complete Search Summary; 8) Wait to hear from HR to offer the job; 9) Make offer; 10) Confirm acceptance of offer with HR

Reminders:

- Obtain background check release forms on all candidates interviewed and turn the forms on top two candidates in to HR for processing immediately following interviews.
- Keep track of dates you contact applicants for prescreens via phone or emails as well as interview dates

Position Title \_\_\_\_\_ Job ID # \_\_\_\_\_

Job Code: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ Position #: \_\_\_\_\_

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