

SEARCH COMMITTEE CHECK LIST

Action item	Yes	No
Received authorization to employ from Provost		
Prepare and Send to OEOD: <ul style="list-style-type: none"> . Vacancy notice . Position description . Announcement . ADA Analyses (2) . Signed Authorization 		
First meeting of Search Committee: invite OEOD		
Advertize <ul style="list-style-type: none"> -Submit Recruitment Strategy to OEOD -Advertize 		
Letter to Applicants <ul style="list-style-type: none"> . Acknowledge receipt of interest in vacancy . Include profile card (yellow) with the letter/e-mail 		
Screening of Applicants <ul style="list-style-type: none"> . Review each applicants' curriculum vitae . Select persons for short list (potential on-site interviewees) . Record reasons (code) for non-selection of persons for short list 		
Confer with OEOD <ul style="list-style-type: none"> . Identify applicants on short list . Submit "short list" Demographic Form to OEOD . Have each curriculum vitae available for review, if requested by OEOD . Receive approval to invite applicants for on-site interview 		
Search Committee Action <ul style="list-style-type: none"> . Notify non-selected applicants . Coordinate on-site applicant visits with appointing authority . Distribute schedule of on-site visits as appropriate . Establish the same written questions to ask each applicant 		
Appointing Authority <ul style="list-style-type: none"> . Interviews applicant as appropriate . Decides upon person . Submit Demographic Form and Approval Form for signatures (all candidates not selected receive a reason for non-selection code) . Extend letter of employment (if tenure, the letter will come from the Provost) . Receive applicant's letter of acceptance and sends a copy of both to OEOD . Search is completed or search continues 		