



Recruitment & Hiring Checklist Search Committee Members

Search Committees are an important and powerful expression of higher education and CWU’s shared governance model for decision-making. As a member of this committee, you are a key stakeholder. Your involvement operationalizes a shared commitment to CWU’s mission and goals. Effective search committees add value and contribute significantly to better hiring decisions. Multiple perspectives, provided by the search committee and the individual voices of members, add important insights and nuance to the decision-making process. Search committee members should take this responsibility seriously.

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| Approve Position | | Partner with: |
| The Appointing Authority is responsible for approving the position. | | |
| Recruitment and Screening Structure | | Partner with: |
| <input type="checkbox"/> | <p>The Search Committee is responsible for generating and reviewing applications, under approval of the Appointing Authority and guidance from the Search Committee Chair. As a search committee members, you are expected to:</p> <ul style="list-style-type: none"> • Describe the position in a way that is attractive to potential applicants. • Tap into your friends, colleagues and professional networks to generate applicants. | Search Committee Chair, Appointing Authority |
| Position and Search Specifics | | Partner with: |
| <input type="checkbox"/> | <p>Meet with Appointing Authority and HR/TAT:</p> <ul style="list-style-type: none"> • Ensure you understand your responsibilities as described by the Appointing Authority, including ensuring diversity in the applicant pool. • Ensure you understand how the position fits into the larger department and institutional context. • Ensure your understanding of the HR/Talent Acquisition Team (TAT) information about the process, equal opportunity, etc. • Understand your responsibilities within the search timeline. | Search Committee Chair, Appointing Authority/ Search Secretary |
| <input type="checkbox"/> | Contribute to position description (position information, qualifications (both required and preferred), and position posting. Help to ensure they are constructed in the best way possible to attract a diverse applicant pool. | Appointing Authority, Search Committee Chair |
| <input type="checkbox"/> | <p>Contribute to advertising sources and timeline:</p> <p>Ensure search committee has provided input and intentional in recommending best possible recruitment sources. Explore unconventional venues. Ensure networking possibilities both inside and outside the department are utilized.</p> | Appointing Authority, Search Committee Chair |
| Actions During Recruitment Period | | Partner with: |
| NOTE: The recruitment period is an ideal time to develop screening tools, interview questions, on-site interview particulars, etc. | | |
| <input type="checkbox"/> | <p>Develop screening tools. Consider how the tools and interview questions are constructed. Try the tool on your own resume to see if it is successful. Ensure the on-site interview puts our best foot forward. What do we want candidates to know? To experience? Will students or other staff members have input? Will there be an open forum? Will you provide flowers, an information packet at their hotel? Who should each candidate meet with when on-site?</p> | Search Committee Chair, Search Secretary |

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| <input type="checkbox"/> | At the end of the recruitment period, understand the diversity of the applicant pool. Is there something else the search committee could suggest to enhance that diversity? Provide that information to the Appointing Authority. | Search Committee Chair, Search Secretary |
| Evaluate Applicants | | Partner with: |
| <input type="checkbox"/> | <p>Day after screening date, determine sufficiency of the applicant pool:</p> <ul style="list-style-type: none"> HR/TAT will e-mail to the Appointing Authority, Search Chair, and Search Secretary a demographics summary the success of the recruitment effort. The decision about the next step belongs to the Appointing Authority with input from the Search Committee. Do <u>you</u> feel you have an adequate number of applicants? Do <u>you</u> have a diverse pool? Are you absolutely confident that you have done everything possible to generate applicants? <p>NOTE: It defeats the purpose of this demographic “pause” (in fact, makes it meaningless) to move forward with the screening process (including scheduling phone/Skype interviews) before this conversation has taken place.</p> <p>NOTE 2: This same process will occur after second screening and phone/Skype interviews. Ensure the Search Committee has input into the evaluation of the pool as it moves forward.</p> | Search Committee Chair, Appointing Authority, Search Secretary |
| <input type="checkbox"/> | <p>After the Appointing Authority has deemed the applicant pool sufficient, begin screening:</p> <ol style="list-style-type: none"> If you have a question about whether or not a particular applicant meets the minimum qualifications, move them forward. The next phase will eliminate them if they have minimal experience. Keep in mind who is being eliminated with the screening tool. Is diversity being eliminated? Take another look at the screening tool. Examine what is happening. Make changes as necessary. | Hiring Manager/Search Committee |
| Interviews | | Partner with: |
| The Appointing Authority is responsible for approving on-site interviews. | | |
| <input type="checkbox"/> | <p>Conduct on-site interviews:</p> <ul style="list-style-type: none"> Ensure you understand the role of the search committee and that members of the search committee put their best foot forward. Ensure the candidates meet with people/roles they are interested in meeting (Benefits, advocacy group, faith community, K-12 schools, etc.) Ensure a diverse group of people participates in the on-site interviews (students, faculty, staff, people of color, student success, academic advisors, etc.) Provide pros and cons for each candidate to the Appointing Authority. | Appointing Authority, Search Secretary/TAT |
| The Offer | | |
| The Appointing Authority is responsible for extending the offer and negotiating the terms of employment. | | |
| Post Search | | |
| <input type="checkbox"/> | Ensure you provide all materials to the Search Secretary for records retention. | Search Secretary |