



## Exempt Recruitment & Hiring Checklist — Search Chair —

As chair of the search committee for an exempt position, you hold a position that is complicated and involves searching for compromise. You serve as the leader of the process as well as a catalyst for excellence in the recruiting, evaluating, and hiring of new professional. Collaboration with the appointing authority will be important. The following check list isn't just about procedure, but is intended to spur thinking about each phase of the process. You hold the key to helping to create and sustain a diverse and inclusive staff to serve our students. Good luck!

<i>Search Committee and Support</i>		
The appointing authority will appoint the search committee and search secretary.		
	<i>Position and Search Specifics</i>	<i>Partner with:</i>
<input type="checkbox"/>	<p><b>Facilitate the appointing authority meeting with the search committee:</b></p> <ul style="list-style-type: none"> <li>• Ensure the committee and search secretary understand the appointing authority's charge and their responsibilities. Make sure you ask questions so you can guide the search process.</li> <li>• Ensure HR/Talent Acquisition Team (TAT) meets with the committee to give them information about the process, equal opportunity, etc.</li> </ul>	Appointing authority, Search Committee, Search Secretary
<input type="checkbox"/>	<p><b>Establish search timeline:</b></p> <p>The appointing authority will establish the timeline, but as chair, you need to ensure the search is conducted in a way that will generate a diverse applicant pool.</p>	Appointing authority, Search Committee, Search Secretary
<input type="checkbox"/>	<p><b>Position description:</b></p> <p>Work with the appointing authority to ensure specialty, qualifications (both required and preferred), and position posting are constructed in the best way possible to attract a diverse applicant pool.</p>	Appointing authority, Search Committee, Search Secretary  (Ensure search secretary works with HR to finalize PD/posting in Recruiting Solutions.)

<input type="checkbox"/>	<p><b>Advertising sources and timeline:</b></p> <p>Work with the dean to ensure the very best possible recruitment sources are used. Explore unconventional venues. Ensure networking possibilities both inside and outside the department are utilized.</p>	<p>Appointing authority, Search Committee</p> <p>(Ensure search secretary actually places advertising in selected venues.)</p>
<p><b>Actions During Recruitment Period</b></p> <p>NOTE: The recruitment period is an ideal time to develop screening tools, interview questions, on-site interview particulars, etc.</p>		
<input type="checkbox"/>	<p><b>Develop screening tools/process:</b></p> <p>Do the screening tools work? Try is on your own resume to see the outcome. Ensure the on-site interview process puts our best foot forward. What do we want candidates to know? To experience? Will students 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>	<p>Appointing authority, Search Committee, Search Secretary</p>
<input type="checkbox"/>	<p><b>Diversity of the applicant pool:</b></p> <ul style="list-style-type: none"> <li>• Check in frequently with HR/TAT to ensure the quantity and diversity of applicants. Determine as the recruitment period progresses if additional recruitment strategies are needed. If you wait until the screening date, you have waited too long to establish additional recruitment venues or make more network contact.</li> <li>• Consider, before the end of the recruitment period, if additional time is needed. However, do not extend the screening date and then do nothing, hoping the extra time will bring you additional candidates. You must take action!</li> </ul>	<p>TAT, Appointing authority</p>
<p><b>Evaluate Applicants</b></p>		<p><b>Partner with:</b></p>
<input type="checkbox"/>	<p><b>Day after screening date, determine sufficiency of the applicant pool:</b></p> <ul style="list-style-type: none"> <li>• HR/TAT will e-mail you, the appointing authority, and search secretary a demographics summary about the success of the recruitment effort. Communicate with the appointing authority. Do you feel you have an adequate number of applicants? Do you have a diverse pool? Are you absolutely confident that you and the search committee have done everything possible to generate applicants?</li> </ul> <p><b>NOTE:</b> 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>Appointing authority, Search Committee</p>

<input type="checkbox"/>	<p><b>After sufficiency of applicant pool has been deemed acceptable by the appointing authority, begin screening:</b></p> <ul style="list-style-type: none"> <li>• Questions about whether or not an applicant meets the minimum qualifications should be discussed by the entire committee.</li> <li>• Perhaps you discover the screening tool is eliminating most of the diversity of the pool. Take another look at the screening tool. Examine what is happening. Encourage the committee to make changes as necessary.</li> </ul>	<p>Search Committee</p>
<input type="checkbox"/>	<p>Ensure search secretary updates applicant status at each step of the process. It is important to provide a status update email to the applicants, keeping them informed of the search process. It's also good PR for CWU (or bad if it is not done)!</p>	<p>Search Secretary</p>
<input type="checkbox"/>	<p><b>Minimum Qualifications Diversity Check:</b></p> <p>As soon as the search secretary updates the candidate list in Recruiting Solutions (noting who did not meet minimum qualifications), HR/TAT will provide a demographics summary to you and the appointing authority. The same assessment that was done at the initial screening should be done here. Has the diversity of the pool been maintained? If not, why not? Is it the tool? Check for implicit bias. If you need assistance, contact HR.</p>	<p>Search Secretary/TAT</p>
<input type="checkbox"/>	<p><b>Initial Interview Diversity Check:</b></p> <p>As soon as the search secretary updates the candidate list in Recruiting Solutions (noting who the committee intends to invite for phone/Skype interview), HR/TAT will provide a demographics summary to you and the appointing authority. Has the diversity of the pool been maintained? If not, why not? Is it the tool? Check for implicit bias. If you need assistance, contact HR.</p>	<p>Search Secretary/TAT</p>
<p><b>Interviews</b></p>		<p><b>Partner with:</b></p>
<input type="checkbox"/>	<p><b>On-Site Diversity Check:</b></p> <p>As soon as the search secretary updates the candidate list in Recruiting Solutions (noting who the committee intends to invite for on-site interviews), HR/TAT will provide a demographics summary to you and the appointing authority. Does the interview group reflect diversity? If not, why not?</p>	<p>Appointing authority, Search Secretary/TAT</p>
<input type="checkbox"/>	<p><b>On-Site Interview Approval:</b></p> <p>The appointing authority is responsible for approving on-site interviews.</p>	<p>Admin Specialist finalizes info in Recruiting Solutions and initiates interview details.</p>

<input type="checkbox"/>	<b>Conduct On-Site Interviews:</b> <ul style="list-style-type: none"> <li>• Ensure the search committee understands their role and puts their best foot forward.</li> <li>• Provide feedback about candidates to the department chair and dean.</li> </ul>	Search Chair
<i>Offer</i>		<i>Partner with:</i>
<b>The appointing authority is responsible for the final hiring decision and makes offers.</b>		
<input type="checkbox"/>	Ensure you inform the search committee of the final outcome.	Search Committee
<input type="checkbox"/>	Ensure the search secretary collects search information for record retention.	Search Secretary