

## **Search Committee Checklist**

To ensure a fair and equitable process, this checklist should be used by hiring authority (manager) and search committee during the search process when filling an open position.

<b>Before Position is</b>	Posted:
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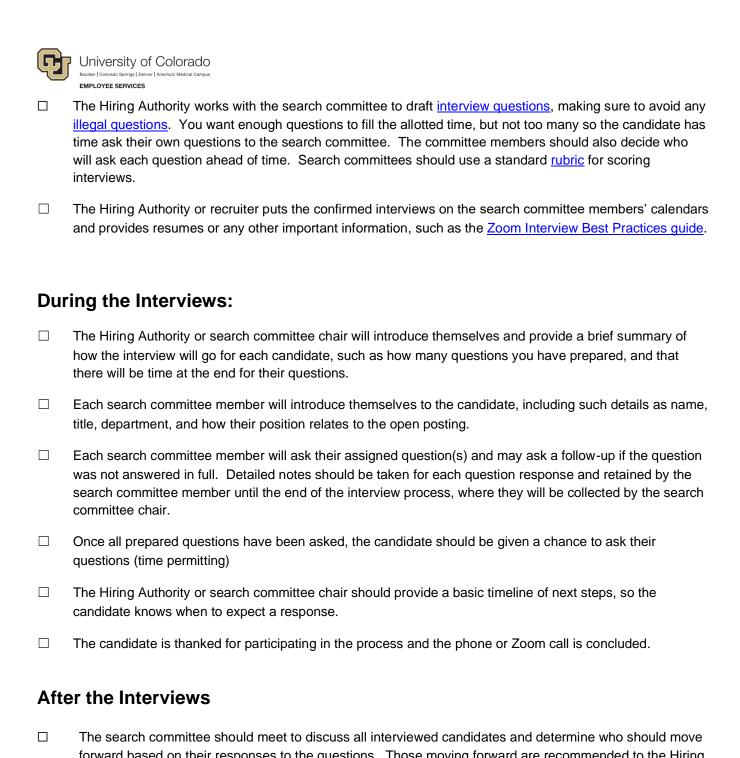
The Hiring Authority (manager) selects the search committee The search committee should be comprised
of a diverse group of people that interact with the position, usually 3-5 people. Consider selecting
participants from outside the department, those with different backgrounds and experience. (The Talent
Acquisition team can provide guidance for forming the committee or answering any questions).

- ☐ The Hiring Authority (manager) sets up an initial meeting with the <u>search committee</u>, to clarify the responsibilities and expectations for the search process, including:
  - a. Reviewing the position description, including the working title
  - b. Minimum and preferred criteria that are important to the hiring manager and department
    - i. Working with the search committee to define a candidate workbook
  - c. Time frame for completing the search (to be defined in a meeting with HR)
  - d. Preferred number of finalist candidates
  - e. Strategy for collecting diverse candidate pool (work with HR to determine outreach strategy)

The Hiring Authority (manager) coordinates schedules with the search committee members to block time for
interviews.

## After Position is Posted:

Your designated recruiter will screen all applicants for minimum qualifications (and preferred qualifications if requested) and send resumes and/or the screening matrix to the Hiring Authority (manager) within 3 business days of the posting full consideration date passing.		
The recruiter can conduct phone screens on candidates selected to move forward.		
The Hiring Authority (manager) lets the designated recruiter know who they want to interview as a search committee and the recruiter can assist with scheduling a phone or Zoom interview with each candidate based on the availability of the search committee.		
The Hiring Authority or recruiter confirms each interview with the candidates via email and includes any pertinent information such as the date & time of the interview, length of the interview, the method (phone or Zoom), and a listing of the search committee members who will be interviewing the candidate.		



Authority for further consideration.
The Hiring Authority (or designee or Human Resources) reaches out to those candidates not moving forward to let them know. Please let HR know once the notifications have been sent so the candidates car be properly dispositioned in CU Careers.

The Hiring Authority or recruiter reaches out to the remaining finalists to schedule the next interview or to let them know they are a finalist and HR will be checking references as the next step.



## Confidentiality

Confidentiality regarding the names of candidates, information developed about them, and their employing institutions is necessary to attract high quality finalists, to avoid putting their current positions in jeopardy, and to protect the University's integrity. This also includes internal candidates, who are protected until they are declared a finalist, at which point their records may be released if requested.

- 1. Committee members are required to conduct meetings and deliberations consistent with this commitment, unless as specified otherwise under law.
  - a. Prior to the finalist stage, candidate profiles should be kept confidential with restricted access.
  - b. Departments need to maintain confidential search files of official record for three years including copies of correspondence and candidate materials submitted outside of CU Careers.
  - c. Do not disclose the number of candidates or names with other candidates.
  - d. Other university employees outside of the search committee are also expected to honor these guidelines and the role of the search committee.