
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.

Before Position is Posted:

- 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 [search committee](#), 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, or the Hiring Authority (manager) can elect to use HireVue as a screening tool. The recruiter can assist with setting up HireVue.
- 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.



- The Hiring Authority works with the search committee to draft [interview questions](#), making sure to avoid any [illegal questions](#). You want enough questions to fill the allotted time, but not too many so the candidate has time ask their own questions to the search committee. The committee members should also decide who will ask each question ahead of time. Search committees should use a standard [rubric](#) for scoring interviews.
- The Hiring Authority or recruiter puts the confirmed interviews on the search committee members' calendars and provides resumes or any other important information, such as the [Zoom Interview Best Practices guide](#).

During the Interviews:

- The Hiring Authority or search committee chair will introduce themselves and provide a brief summary of how the interview will go for each candidate, such as how many questions you have prepared, and that there will be time at the end for their questions.
- Each search committee member will introduce themselves to the candidate, including such details as name, title, department, and how their position relates to the open posting.
- Each search committee member will ask their assigned question(s) and may ask a follow-up if the question was not answered in full. Detailed notes should be taken for each question response and retained by the search committee member until the end of the interview process, where they will be collected by the search committee chair.
- Once all prepared questions have been asked, the candidate should be given a chance to ask their questions (time permitting)
- The Hiring Authority or search committee chair should provide a basic timeline of next steps, so the candidate knows when to expect a response.
- The candidate is thanked for participating in the process and the phone or Zoom call is concluded.

After the Interviews

- The search committee should meet to discuss all interviewed candidates and determine who should move forward based on their responses to the questions. Those moving forward are recommended to the Hiring 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 can 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.