[ ]  Review [Guidelines for Search Committee Chair & Committee](http://www.delhi.edu/administration/human_resources/pdf/RESPONSIBILITIESOFSEARCHCOMMITTEECHAIR.pdf)

**Search Chair Checklist**

[ ]  Send [When is Good](file:///C%3A%5CUsers%5Creckewjm%5CDesktop%5Cwhenisgood.net) or [Doodle Poll](http://doodle.com) to Personnel Assistant, CDO, HM & Provost (faculty only) or delegates to first meeting to receive the **Official Charge**

[ ] Complete search [Time Table](http://www.delhi.edu/administration/human_resources/pdf/searchtimetable.pdf) & e-mail this document to Personnel Assistant, CDO, HM & Provost (faculty only)

[ ]  Develop [Matrix](http://www.delhi.edu/administration/human_resources/pdf/matrix.pdf)/[Candidate Evaluation](http://www.delhi.edu/administration/human_resources/pdf/Evaluation%20of%20Candidates.xlsx) tool: each member completes matrix for each candidate

[ ]  Via Interview Exchange, reassign candidate files to the appropriate file designation: Yes, No, Maybe etc.

[ ]  Wherever applicable, personally notify *internal* candidates (not via e-mail) when they are no longer being considered

[ ]  After the full consideration date has past, notify Personnel Assistant that all candidates in the “No” folder may receive the letter of regret (HR sends)

[ ]  Identify candidates that committee would like to interview via phone, then move into “Phone interview” folder

[ ]  Notify CDO that individuals are in the “Phone interview” folder

[ ]  Committee must wait to hear back from CDO before proceeding, CDO will review candidate pool

[ ]  Develop phone interview questions & arrange phone/ZOOM interviews with candidates

[ ]  Perform [Telephone Reference Checks](http://www.delhi.edu/administration/human_resources/pdf/reference%20check%20form.pdf) on those individuals that you would like to invite to campus

[ ]  Send Personnel Assistant list of candidates that you would like to invite campus, HR will run social media checks

[ ]  Personnel Assistant will send results of social media checks to Search Committee Chair

[ ]  Once social media checks and reference checks are satisfactory move candidates into the “Interview” folder

[ ]  Develop on-campus interview questions

[ ]  Arrange on campus interviews with candidates (ZOOM: option for online positions only), in no particular order:

[ ]  E-mail candidate Guest Parking Permit (request from UPD)

[ ]  When applicable, contact Alumni Hall Assistant to book Alumni Hall Suites, during the summer contact Sherwood Inn (Riverview Townhouses)

[ ]  Academic positions (not ISA/IST) must include meeting with the Provost & Dean

[ ]  Academic positions (not ISA/IST) recommended teaching demonstration or other education sample, create short evaluation tool

[ ]  Mid-level & above professional positions: arrange campus-wide open forum, presentation, Q&A etc. create short evaluation tool

[ ]  Campus Tour (when permissible)

[ ]  Interview with Search Committee

[ ]  Interview with Hiring Manager/Program Director

[ ]  Candidate meals, discuss with the HM

[ ]  Optional meeting with HR (~20 minutes) to discuss benefits

[ ]  Search Committee processes [Travel Reimbursement](http://www.delhi.edu/administration/human_resources/pdf/TravelToolKit.pdf)

[ ]  **IF** candidate reveals family style or inquires about childcare, may suggest they arrange visit with [DC4](https://childcare.delhi.edu) for same/next day for travelers

[ ]  Following on-campus interviews, identify pros/strengths of each finalist in either a bulleted list or narrative format

[ ]  Generate “Hire Justification Report” in Interview Exchange, upload pros/strengths document

[ ]  Do not complete these sections: Selected Candidates Name or Backup Candidates Name (HM completes this)

[ ]  Once candidate has been offered **and** accepted the position move them into the “Hired” folder in Interview Exchange

[ ]  Committee must contact finalists via phone that a hire has been made, may encourage them to apply to other positions in the future, eg: adjunct

[ ]  Collect ALL search materials from committee members and send to HR within 48 hours of candidate acceptance of position:

 [ ]  Completed matrix/candidate evaluations

 [ ]  Telephone Reference Check responses

 [ ]  Interview responses/notes

 [ ]  If open forum/presentation/teaching sample occurred, include evaluation tool/campus responses

 [ ]  All other pertinent materials relating to the search