



SEARCH CHAIR CHECKLIST

As the Chair, you are the liaison between search committee, hiring manager, HR and the Chief Diversity Officer

Position Title Search: _____ Search Chair Name: _____

_____ [Submit to HR](#) Search Committee members

_____ Schedule a meeting with the search committee members to discuss:

1. Creating the Applicant review Matrix
2. Generating the Applicant Interview questions
3. Tentatively scheduling the Interview dates
4. Created [search timeline](#)

_____ Book and reserve meeting rooms for interviews (coordinate technology as needed)

_____ Schedule meetings with the hiring manager throughout the search process to provide status updates.

_____ [Submit to HR](#) Create an applicant matrix and interview questions. Sample questions available here: [web site](#)

_____ [Submit to HR and CDO](#) - the candidates selected for an interview **and** the interview questions for review and approval.

_____ [Submit to HR](#) - the candidate interview schedule.

_____ If lunch is part of the interview process, ask HR for a meal voucher (either Farrell or MacDonald)

_____ Call and send out emails to selected candidates for interviews:

_____ Date/time/location of interview

_____ Where to park (provide map), also get temporary parking pass from UPD

_____ Schedule for their interview day

_____ Move applicants to the appropriate folders (No, yes, final Interview, etc.) throughout each phase of the interview process in IE

AFTER INTERVIEWS

_____ [Submit to HR:](#) Send all interview notes, matrices, reference checks and your pro and con list.

_____ [Submit to Hiring Manager:](#) Send your pros and cons list for each applicant.

_____ [Interview Exchange \(IE\):](#) Ensure all applicants are moved to the correct folders.

_____ [Interview Exchange \(IE\):](#) Remind Hiring Manager to complete Hire Justification form. Include pros and cons for each final and back up candidates.

_____ [Hiring Manager:](#) After offer is made, accepted and onboarding appt made, call candidates who interviewed on campus, but were not selected. Notify HR to send regret emails and close the job posting.