



## 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

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### AFTER INTERVIEWS

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\_\_\_\_\_ [Submit to HR:](#) Send all interview notes, matrices 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.