

**Search Responsibilities  
2011**

**Committee Chair Responsibilities**

Provide HR will approved Work Authorization to start process (copy attached)
Notify HR with approved committee member names via email
Committee reviews all application documents
Document who-will and who will-not be called for interview and why
Submit interview questions to HR for approval
Collaborate with committee members to determine interview dates and times
Arrange with Tami for interview room if necessary
Arrange with IT to reserve any special equipment, if required
Give times and dates of interview sessions to HR to set up appointments
Inform HR of selected candidates and your choice of next step (on-campus?)
Create on campus schedule and submit to HR for approval
Arrange for any snacks, lunch, water, etc with Café for daytime interviews
Arrange for dinner off campus (if desired) for candidate + no more than 2 committee members
Inform HR of finalist
Complete disposition list and return electronically to HR

**General Committee Guidelines**

Confidentiality required during all phases of process
Use good-faith fair and fair employment practices in all interactions with applicant/candidates
Job related, education, experience and behavioral questions are permitted
Inappropriate questions regarding candidate's personal life are no-no's
If you have a personal relationship with any applicant-please recuse yourself from committee
Refer all inquiries from candidates to HR
Disposition of candidates are considered confidential to all outside of committee
Benefit information will be discussed with HR representatives only
All documents such as interview notes shall be forwarded to HR after search

**Human Resources Responsibilities**

Following receipt of approved Work Authorization from Dean or Program Coordinator
Post and advertise positions
Field applicant inquiries
Process applications & provide secure access to committee members (Y Drive)
Create applicant-tracking for non-discrimination practices
Notify applicants that their documents have been received complete or not
Review and approve interview questions
Contact applicants to set up interviews-secure appropriate reach telephone number
Escort applicants to interview location for on-campus visits
Contact finalist candidates with next step in process
Arrange travel and accomodations for candidate if required
Supports committee with proper reference checking techniques
Confirms degrees of finalist candidates
Secures signature from finalist candidates to permit PC to conduct background check
Prepares offer letter - Dean will make verbal offer or instruct HR to do so
Send disposition worksheet to Committee Chair for completion
Collect all notes from interview process from Committee Chair
Send notification to all non-selected applicants
Process disposition list with all applications, file with destruction date
Secure signed offer letter/contract from new hire
Create new employee folder, collect benefit information, enter into system
Process any negotiated moving expenses
Create HRAF to facilitate compensation for new employee

**Disposition Choices for Applications**

Education does not meet min req; No Show/Canceled Interview; Offer Rejected
Essential Job Functions not able to perform; Offered to better qualified candidate
Experience does not meet min req; Position Closed Unfilled; References Unfavorable
Hired; Salary Out of Range; Unable to Contact; Withdrew Application
Meets Min Req. - Not Best Qualified; Work History Unacceptable