

# Search Chair Checklist

**Position:** \_\_\_\_\_

The information below captures the absolute “must haves” relating to the search process for St. Lawrence University. Additional items may be considered.

- Job Description (highlights key responsibilities of the job, minimum qualifications, preferred or required criteria) and including reference to the University’s diversity statement is important among the job posting details
- Create a Posting Request in PeopleAdmin \*
  - Consider including a statement about the University’s commitment to diversity/equity/inclusion in the posting and/or job advertisement (please contact HR or a Diversity Advocate for sample language)
- Advertisement (HR will approve language)
  - determine if there will be a “deadline date”, “review by date”, or “open until filled”
  - determine special advertising resources
- Create a Search Team (at least four people and one from outside the department) and a Diversity Advocate is recommended (required for all Faculty TT and Visiting positions)
- Plan for all search team members to have training in the hiring process provided by Human Resources
- Screen all applications (all who meet minimum qualifications must be considered)
- Do not write on any application material
- Applicant Responses: all applicants receive an email notification once their application is successfully submitted. They also receive an email notification when the position is filled/closed. We recommend a personal contact for SLU alumni and alumnae and all who interviewed in person on campus. \*
- Determine Interview Questions
  - Review Legal/Illegal questions\*\*
  - Ask all candidates the same core questions\*\*
- All applicants invited for campus interviews require approval. Please move each candidate in PeopleAdmin to “Select for first interview” status and their application will be routed for approvals (Dean/VP, HR, VP of CER)\* They will also be contacted and offered an opportunity to meet with an Ambassador and if they desire a meeting, room will need to be planned in the agenda for the interview day.
- Check References (minimum of two professional references required)\*\* Faculty searches provide for confidential references to be submitted with application.
- Records - keep copies of all interview notes and application material for interviewees for **four years**
- A “hiring proposal” is required for approval before any offer can be made. This is a 2-step process in PeopleAdmin; 1) please move the applicant of choice to “Recommend

for Hire”, and, 2) create a Hiring Proposal for the applicant. The hiring proposal is routed electronically for approvals to (VP, HR, VP of CER and the President). You will receive notification from HR when the verbal offer can be made (conditioned on successful completion of a background check).\*

\*Process or system instructions available on the HR website or by contacting HR at x5596

\*\*Sample forms provided by HR

### **Hiring Steps Checklist:**

1. \_\_\_\_\_ Posting Created in PeopleAdmin
2. \_\_\_\_\_ Search Team planned and trained
3. \_\_\_\_\_ Interview questions – universal for ALL interviewees
4. \_\_\_\_\_ Interviewees selected and approved before campus interviews
5. \_\_\_\_\_ Hiring Proposal created and approved before all offers
6. \_\_\_\_\_ Reference Checks completed (at least two positive references)
7. \_\_\_\_\_ Written Offer Letter – signed and returned
8. \_\_\_\_\_ Background check completed
9. \_\_\_\_\_ Records retained for four years