



## Checklist for Search Committee Chairs

Information provided by the Center for Human Rights (CHR) to assist search committee chairs with Faculty searches at WSU.

The search committee chair is responsible for ensuring the following activities related to the selection process are completed:

### Before the Start of a Search

- Search committee information and resources are available to assist you throughout the search process at <http://www.chr.wsu.edu/>, under "Search Committee Information." Familiarize yourself with the *search committee packet*, *search checklist*, and *Summary of Best Practices brochure* prior to the start of a search.
- Verify the search committee has been approved by CHR and a search number and EEO Representative have been assigned. A list of EEO Representatives for each college/area/unit is located at <http://www.chr.wsu.edu/>. **All search documentation must be submitted to the assigned EEO Representative at each phase of the search process.**

### Initial Search Committee Meeting & Discussions

Schedule an initial search committee meeting/Affirmative Action briefing with all search committee members and clerical manager:

- Receive the "charge" by the appointing authority. The "charge" outlines job expectations and qualifications for the position, requests either a ranked or unranked list of interview candidates, and includes discussions of the interview process (who all to include).
- Arrange for an EEO Representative to brief the committee on lawful inquiries, recruitment processes, interviewing practices, and college procedures.
- Distribute copies of the *Search Committee Packet*, HRS-approved position description and/or draft notice of vacancy to search committee members.
- The search committee finalizes the Notice of Vacancy. Be sure to discuss the qualifications of the position, decide upon a screening or closing date for application materials, discuss application materials to be requested for the application packet (professional letters of reference, references direct from source or otherwise, etc.) and incorporate diversity language/criteria (visit <http://www.chr.wsu.edu/>).
- The search committee discusses a proactive recruitment plan and finalizes advertising venues which should include resources located at <http://www.chr.wsu.edu/>, under "Search Committee Information," "Recruitment Resources."
- The search committee develops written guidelines, procedures and evaluative criteria (ranking method form) to be used during the selection process. This form should be approved by the assigned EEO Representative prior to reviewing applicant files.

## Screening Process

- Search committee members may begin reviewing the applicant files once the ranking method form is approved. Applications may be reviewed as soon as they are received or after the screening/closing date. A blank ranking method form for each applicant is distributed to each search committee member, along with the application materials.
- Maintain confidentiality and treat all applicants the same throughout the process.
- Search committee screens applications and selects applicants to be interviewed. Keep a record of screening criteria and evaluation of applicants. Summary documentation must be submitted to the assigned EEO Representative and CHR prior to commencement of interviews.
- The assigned EEO Representative must review and approve the interview list before applicants are invited to interview.
- Clerical Manager sends "rejection letters" to applicants no longer being considered.

## Interview Process

- Before the interview, formulate a list of questions to ask each interview candidate and forward to the assigned EEO Representative. After approval, forward approved questions to search committee members. Each committee member must ask the same set of questions of each candidate.
- Telephone interviews may be conducted to narrow down the list of qualified applicants.
- Invite short list applicants to interview on campus (confirm their interest, discuss salary range for position, ask to contact persons other than references listed or obtain a waiver from applicant located at <http://www.chr.wsu.edu>, under "Search Committee Information," "Screening Applicants").
- The search committee chair and assigned EEO Representative will ensure that on-site interviews are consistent with established practices.
- Structured interviews will be conducted by using objective, job-related questions (never hear-say).
- Distribute copies of and receive *interview evaluation forms* from persons participating in the interview sessions. Compile strengths and weaknesses from search committee for each interview candidate, and forward to Hiring Manager and assigned EEO Representative.
- Strongly recommend that reference checks be conducted at this phase of the search process.

## Recommendation to Hire

- The recommendation to hire is forwarded to the Appointing Authority and EEO Representative for review and signature. Final review and approval by CHR is required prior to an offer being extended.
- After an offer has been accepted, the Clerical Manager sends "rejection letters" to all remaining applicants.
- Thank the search committee members for a successful search.
- After the search is concluded, you may discuss job-related strengths and weaknesses with applicants if requested.
- Official application materials must be kept for 3 years per the *Records Retention Policy*.

Have questions regarding the employment search process? CHR is happy to help!  
Center for Human Rights, (509) 335-8288, [CHR@wsu.edu](mailto:CHR@wsu.edu)