Search Committee Chair Checklist

Please contact Chris Everett, HR Business Partner (HRBP) with any questions specific to your search.
Thank you for your continued support with the consistency and efficiency of the search process at FSU.

Position Being Filled

☐ **Access to the Job Posting**
- Login to Workday and type in the search bar, "My Open Job Requisitions" and select "Workday Organization Role."
- Prior to or during the job posting period, inform the HRBP of the selected members to serve on the search committee for access to review applicant documents. The OHR recommends a diverse committee of 3-5 members serving on most search committees.

☐ **Applicant Screening**
- Screen all application materials according to the qualifications listed in the job ad.
- An applicant must meet all minimum qualifications to be considered.
- An applicant that meets all of the minimum qualifications and some of the preferred qualifications, should be ranked higher. **Search grid example.** Please feel free to create your own spreadsheet/ranking form.
- Watch for red flags, such as job-hopping, unexplained gaps in employment, and spelling errors.

☐ **Preparation for Initial Interviews (typically via Team or Webex)**
- Once the job reaches the full consideration date, select the top candidates to interview.
- Prior to scheduling interviews, notify the HRBP of the selected candidates. The HRBP will confirm if the candidates meet the minimum qualifications as posted in the job ad. Equal Employment Opportunity (EEO) and immigration considerations also will be reviewed.
- Compile a list of job-related interview questions (Same list of questions asked to all candidates interviewed).
- Select tentative interview dates and draft an interview agenda. **Interview scoring sheet.**

☐ **Schedule and Conduct First Round Interviews**
- Provide each candidate with an overview of the position - role and responsibilities. Provide a copy of the Position Information Form (PIF), if applicable.
- Provide each candidate with the salary range for exempt or faculty positions or the starting hourly rate for nonexempt positions as applicable.
- Share an overview about Frostburg State University, geographic area, etc. to the candidates.
- Ask work-related questions to help gauge a candidate's level of interest and to evaluate their qualifications and related experience.
- Be consistent and follow the interview agenda and ask the same job-related questions to all candidates interviewed.

☐ **Conclusion of First Round of Candidate Interviews**
- The Search Committee Chair will meet with the Search Committee to recommend candidates for the second round of interviews. Interviews may be in-person, or via Teams/Webex.
- Prior to scheduling a second round of interviews, provide the HRBP with the list of finalists.
- Schedule on-campus interviews and finalize the agenda.
- Assign Search Committee member(s) to meet and greet candidates and guide them through the interview process.
- Be consistent and follow the interview agenda and ask the same job-related questions to all candidates interviewed.

☐ **Conclusion of Section Round/Final Interviews**
- After the second/final interviews, the Search Committee will meet and select a top candidate for hire.
- Inform the HRBP of the candidate selection.

- Following the search and selection guidelines and approval from all applicable parties, a verbal conditional offer of employment can be made to the candidate. The Search Committee Chair will notify the HRBP if the candidate accepts the verbal conditional offer of employees.
- Once approved, the candidate must complete the Authorization to Release Information form which is sent to the HRBP.
- References must be checked for the selected candidate and results uploaded into Workday when the task is available in "My Tasks." If you are contacting the candidate's current employer, please provide the candidate with advanced notice.

☐ **Background Check and References**

- HRBP will process the background check and if results of the references and background check are good, HRBP will start the "Offer" process in Workday.
- The offer will route up through the President for approval. After this occurs, Workday will generate the offer letter/contract after prompted by the HRBP.

☐ **Official Offer**

- After generating the offer letter/contract agreement, the HRBP will notify the Search Committee Chair if the candidate has signed and returned the official written offer letter/contract agreement. If the candidate does not sign and return the official offer letter/contract agreement, the Search Committee may select another candidate or fail the search, if necessary.

☐ **Approval for Hire**

- Once a candidate is approved for hire, the Search Committee Chair or Hiring Manager will follow up via phone (preferred) or email with candidates who were interviewed, but not selected for hire. HRBP will send notice to the candidates who were not hired nor interviewed.

☐ **Signed Copy of Checklist**

- Submit a signed copy of this checklist to the OHR with all other recruitment-related documentation.

As Search Committee Chair, my signature below confirms that I have read the* Search Committee Checklist guidelines *and have followed the steps in the search process, acknowledging the importance of hiring a well-qualified candidate.

Print Name: _____ Date: _____

Signature: _____

SEARCH COMMITTEE CHAIRS: NEW AMENDMENTS – IMPORTANT - PLEASE READ BELOW!

Please be advised that new restrictions have been imposed for the hiring process in accordance with the Maryland Equal Pay for Equal Work – Wage Range Transparency Act.

Amendments:

1. Salary range or starting hourly rate must be included on all job postings.
2. Prohibit an employer from seeking an applicant's wage history orally, in writing, through an employee or agent, or from a current or former employer.
3. Prohibit an employer from retaliating against, or refusing to interview, hire, or employ, an applicant because the applicant requested the wage range for the position in question or chose not to provide their wage history.
4. Prohibit an employer from relying upon an applicant's wage history in screening or considering the applicant for employment or in determining wages.