

## Search Process Checklist

Appendix E

**These are the essential events in the search process for unclassified employees.**

**The order of events can and may change depending on the circumstances.**

***NOTE: Underlined words link to the appropriate document.***

√ Date	Description
	1. Fill out the necessary position origination documents according to the <a href="#">Hiring Process Guidelines</a> .
	2. Establish the <a href="#">Search Committee</a> and obtain search training through the Affirmative Action Office (AAO) ( <i>training mandatory if there is a <a href="#">hiring goal</a>--see Affirmative Action Plan</i> ). AAO Director will establish a hiring goal at search training.
	3. Submit materials to Dean/VP including: <ol style="list-style-type: none"> <li>a. Draft <a href="#">Notice of Vacancy</a> (matching position description) (<i>note: these are the minimum qualifications your committee will be obligated to follow</i>) (see also Notice of Vacancy <a href="#">guidelines</a> &amp; <a href="#">web version</a>)</li> <li>b. <a href="#">Recruitment Plan</a> (include ad(s)) (see <a href="#">advertising</a> &amp; <a href="#">recruitment</a> guidelines)</li> <li>c. Draft <a href="#">Screening Forms</a>, <a href="#">Reference Check Questions</a> (if available) (see other <a href="#">forms &amp; samples</a>)</li> </ol> Dean/VP will review and forward to Affirmative Action Office.
	4. AAO will review materials and return to Dean/VP with suggested changes. Dean/VP will give final approval on changes and notify Search Chair. (Search Chair to provide revised packets to AAO & Dean/VP.) <i>Note: AAO will format final notice of vacancy, obtain approval from Human Resources, provide print-ready copy to Search Chair, and then post on university web page, MnSCU web page, and HigherEdJobs.com.)</i>
	5. Implement Recruitment Plan (3b above) throughout application period. <ol style="list-style-type: none"> <li>a. <a href="#">Acknowledge</a> all applications (see also <a href="#">guidelines</a> and acknowledging <a href="#">nomination</a>, <a href="#">nominee</a>, &amp; <a href="#">withdrew</a> letters)</li> <li>b. Send <a href="#">SPD form</a> (obtain from University Stores) and Notice of Vacancy.</li> <li>c. Send <a href="#">MSU Application for Unclassified Employment</a> form (if none submitted).</li> </ol>
	6. Conduct prior review of any internal fixed term IFO candidates pursuant to <a href="#">IFO Letter of Understanding</a> . <ol style="list-style-type: none"> <li>a. If internal fixed term is recommended for hire, proceed to <a href="#">step 18</a>.</li> <li>b. If internal fixed term is recommended to continue in process to be considered along with other applicants, proceed to <a href="#">step 7</a>.</li> <li>c. If internal fixed term is not qualified for position, <a href="#">notify applicant</a> of same.</li> </ol>
	7. Screen out applications not meeting qualifications. (Can be done by search chair or designated members of search committee.) <a href="#">Notify applicants</a> they do not meet qualifications. (Review <a href="#">confidentiality</a> guidelines.)
	8. Fill out <a href="#">Pool Review Form</a> and send to AAO Director (after application deadline or priority consideration date). Submit <a href="#">list of applicants</a> and <a href="#">recruitment activities</a> . (AAO Director will send recommendation to Dean/VP.)
	9. Dean/VP will notify Search Chair when okay to proceed with screening.
	10. Screen qualified applications using consistent, equal opportunity, and job related criteria for all candidates. Determine potential finalists. ( <i>Can <a href="#">notify some candidates</a> if no longer being considered.</i> )

	11. Notify potential finalists by phone. (Inquire re: continued interest, reference checks, if okay to contact additional references, any references not to contact at this time.)
	12. Conduct <a href="#">reference checks</a> . (Use standard questions; record data.) a. Ask potential interviewees to submit official transcripts of highest degree, if not submitted previously.
	13. Fill out <i>Initial Review</i> section of <a href="#">Finalist Review and Approval Form</a> and send to HR Director (attach Notice of Vacancy, Resume for each potential finalist, and <a href="#">Selection Decision Reports</a> for all other applicants). Dean/VP will give final approval to proceed.
	14. Arrange interviews. (Comply with <a href="#">travel regulations</a> .) (See also <a href="#">Expense Reimbursement for Finalists</a> .)
	15. Interview finalists using consistent, equal opportunity and job related criteria for all candidates. (Candidates must fill out <i>Work Experience Summary (IFO)(MSUAASF)</i> to be used in determining appropriate salary, as well as other releases that may be necessary.) Provide candidates with appropriate <a href="#">benefit summary</a> .) See additional information on <a href="#">conducting interviews</a> .
	16. If no candidate is recommended for hire, fill out <a href="#">Notice of Failed Search Form</a> . After recommendation is official, send <a href="#">notice of failed search letter</a> . Proceed to <a href="#">step 23</a> .
	17. If a candidate is recommended, provide strengths/weaknesses to Dean/VP for consideration.
	18. Complete <i>Final Approval</i> section of <i>Finalist Review and Approval Form</i> and obtain approval of successful candidate from AAO Director prior to an offer being made. Fill out <a href="#">Selection Decision Report</a> (SDR) for each finalist.
	19. Hiring official should review and sign the Work Experience Summary that was completed by the applicant ( <a href="#">step 15</a> ) and forward to the Human Resources Office <b>with official transcript</b> of highest degree <b>and MSU Application for Unclassified Employment</b> .  <b>NOTE: No salary offer can be made before Human Resources reviews the Work Experience Summary, reviews the official transcript, and makes a salary recommendation.</b>  After Human Resources and the Vice President's Office has completed a review of work experience history, Human Resources will return to the hiring official an analysis of the work history and the recommended hiring salary.
	20. Appropriate Vice President extends the offer, Human Resources will review the Offer Letter and Appointment Summary before it is sent. The candidate accepts in writing.
	21. <a href="#">Notify remaining candidates</a> not hired that they are no longer being considered.
	22. The VP's Office will submit the necessary appointment documents to Human Resources according to <a href="#">Hiring Process Guidelines</a> .
	23. Submit all other search materials to Affirmative Action Office (include applicant files, screening forms, and <a href="#">Selection Decision Reports</a> ). (Refer to <a href="#">Documenting a Search</a> .)