

Search Process Checklist

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 Hiring Process Guidelines .
	2. Establish the Search Committee and obtain search training through the Affirmative Action Office (AAO) and Human Resources (HR). Provide a copy of proposed search materials including but not limited to plan of recruitment and list of committee members to Affirmative Action Office at time of training. AAO will review plan of recruitment and establish a college-based hiring goal at search training. NOTE: All search committee members should read “Summary Statement on Equal Opportunity in Hiring Practices.”
	3. Submit materials to Dean/VP including: <ol style="list-style-type: none"> a. Draft Notice of Vacancy (matching position description) (note: these are the minimum qualifications your committee will be obligated to follow) (see also Notice of Vacancy guidelines & web version) b. Recruitment Plan (include ad(s)) (see advertising & recruitment guidelines) c. Draft Applicant Screening Forms, Reference Check Questions (if available) (see other forms & samples). Dean/VP will review and forward to Human Resources. <i>Note: The Recruitment Plan and Screening Forms may be submitted later, but must be submitted and approved before the Finalist Approval (step 11).</i>
	4. Human Resources 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 HR & Dean/VP.) <i>Note: HR will format final Notice of Vacancy, provide print-ready copy to Search Chair, and then post on university web page, MnSCU web page, HigherEdJobs.com. and MinnesotaDiversity.com.</i>
	5. Implement Recruitment Plan (3b above) throughout application period. <ol style="list-style-type: none"> a. Acknowledge all applications (see also guidelines and acknowledging nomination, nominee, & withdrew letters) b. Send SPD form (obtain from University Stores) and Notice of Vacancy. c. Send Application for Employment form (if none submitted).
	6. Conduct prior review of any internal fixed term IFO candidates pursuant to IFO Provision in Article 29, Section D . <i>Note: Complete Priority Consideration Review Form.</i> <ol style="list-style-type: none"> a. If internal fixed term is recommended for hire, proceed to step 16. b. If internal fixed term is recommended to continue in process to be considered along with other applicants, proceed to step 7. c. If internal fixed term is not qualified for position, notify applicant of same. <i>Note: This can be done before placing print ads, but the position must be posted on the Minnesota State University web page, MnSCU web page, and HigherEdJobs.com before reviewing internal candidates.)</i>
	7. Screen out applications not meeting qualifications. (Can be done by search chair or designated members of search committee.) Use Screening Summary Report form. Notify applicants who do not meet qualifications. (Review confidentiality guidelines .)
	8. Screen qualified applications using consistent, equal opportunity, and job related criteria for all candidates. Determine potential finalists. Record results on Screening Summary Report form. (Can notify some candidates if no longer being considered.)
	9. Notify potential finalists by phone. (Inquire re: continued interest, notify re: reference checks.) <i>Ask potential interviewees to submit official transcript of highest completed degree, if not submitted previously.</i>

	10. Conduct reference checks . (Use standard questions; record data; notify referees of data privacy issues.)
	11. Fill out Finalist Approval Form and send to AAO Director (attach Report of Recruitment Procedures , Screening Summary Report form, Notice of Vacancy, and Resume for each potential finalist). Dean/VP will give final approval to proceed.
	12. Arrange interviews. (Comply with travel regulations .) (See also Expense Reimbursement for Finalists .) <i>Note: Throughout the search, Search Chair should consult with Department Chair and faculty about the status of the search (confidentiality rules must be followed). Department Chair (unit head) and faculty (unit) can work with Search Chair and Search Committee by reviewing public information on finalists, and participating in campus interviews.</i> Note: Be sure to redact confidential information from resources of interviewees. See Confidentiality and Access to Applicant Files for details.
	13. Interview finalists using consistent, equal opportunity and job related criteria for all candidates. Record results in Screening Summary Report form. (Candidates must fill out Work Experience Summary (IFO)(MSUAASF) to be used in determining appropriate salary, as well as other releases that may be necessary.) Provide candidates with appropriate benefit summary .) See additional information on conducting interviews . Do travel reimbursement form at this time.
	14. If no candidate is recommended for hire, fill out Notice of Failed Search Form . After recommendation is official, send notice of failed search letter . Proceed to step 21 .
	15. Provide information to Dean/VP re: results of committee work. Dean/VP will provide format for this. Remember—the VP makes selection of candidate. Dean must notify Search Chair of status regarding selection.
	16. Complete Offeree Approval Form (attach signed <i>Finalist Approval Form</i> , updated <i>Screening Summary Report</i> form, resumé and Notice of Vacancy). Obtain required signatures. This step must be completed prior to submitting work experience documentation in Step 17.
	17. Hiring official should review and sign the Work Experience Summary that was completed by the applicant (step 13) and forward to the Vice President’s Office with resumé/vitae, official transcript of highest completed degree, Application for Employment , and completed Offeree Approval form (<i>step 16</i>). NOTE: The VP’s office will review the work experience documentation and forward to Human Resources. No salary offer can be made before Human Resources reviews the Work Experience Summary, official transcript, Application for Employment, Offeree Approval form, and makes a salary recommendation. 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.
	18. Appropriate Vice President extends the offer, Human Resources will review the Offer Letter and Terms of Appointment before it is sent.
	19. After the candidate accepts in writing, Dean/VP notifies Search Chair of acceptance of offer. Notify remaining candidates not hired that they are no longer being considered.
	20. The VP’s Office will submit the necessary appointment documents to Human Resources according to Hiring Process Guidelines and return all other recruitment materials to Search Chair.
	21. Search Chair will submit all search materials to Human Resources (include applicant files, screening forms, and Selection Decision Reports). (Refer to Documenting a Search .)