

Search Checklist for Staff (With Search Committee)

- | | | | |
|-----|--------------------------|---|-------------------------------------|
| 1. | <input type="checkbox"/> | Review, update and/or create a <u>Job Profile</u> and send to Human Resources Partner. | Hiring Official |
| 2. | <input type="checkbox"/> | Work with Compensation to determine classification of the position. Notify hiring official of the results of the job classification process within one working day of receipt of the completed job profile. | HR Partner |
| 3. | <input type="checkbox"/> | Complete a Position Requisition using the University's Talent Management System. The completed Requisition will be submitted through the reporting structure for approval. | Hiring Official |
| 4. | <input type="checkbox"/> | Form search committee and appoint a search chairperson. | Hiring Official |
| 5. | <input type="checkbox"/> | Complete the <u>Recruitment Strategy</u> form using the University's Talent Management System with utilization statistics and assistance from the Human Resources Specialist. | Hiring Official |
| 6. | <input type="checkbox"/> | Work with Human Resources Specialist to create employment announcement and job posting. | Hiring Official
/Human Resources |
| 7. | <input type="checkbox"/> | Establish evaluation criteria based on responsibilities and qualifications of the position. | Search Chair /
Hiring Official |
| 8. | <input type="checkbox"/> | Work with Human Resources Partner/Specialist to determine if there is an adequate pool of qualified applicants, including women, persons of color and disabled persons. This may include determining strategies to increase the applicant pool. | Search Committee |
| 9. | <input type="checkbox"/> | Evaluate applicant pool and recommend a short list of candidates to interview. | Search Committee |
| 10. | <input type="checkbox"/> | Review short list of candidates with HR Specialist to evaluate finalists with regard to affirmative action goals. | Search Chair /
Hiring Official |
| 11. | <input type="checkbox"/> | Create interview questions based on the responsibilities and qualifications in the job profile. (For additional information, see <u>Interview Questions</u> and <u>Sample Behavioral Interview Questions</u> .) | Search Committee |
| 12. | <input type="checkbox"/> | Conduct screening interviews and recommend final candidates for on-campus interviews. | Search Committee |
| 13. | <input type="checkbox"/> | Schedule interviews and complete related tasks, i.e. reserve locations, copy interview questions, job posting and resumes. | Search Chair |
| 14. | <input type="checkbox"/> | Conduct on-campus interviews. | Search Committee |
| 15. | <input type="checkbox"/> | Make recommendations for hire by providing an unranked list of candidates to the hiring official. | Search Committee |

- | | | | |
|-----|--------------------------|--|---|
| 16. | <input type="checkbox"/> | Conduct reference checks and complete <u>Reference Check</u> form. (For additional information, see the <u>Guide to Conducting Effective Reference Checks</u> .) | Search Chair /
Hiring Official |
| 17. | <input type="checkbox"/> | Identify top candidate and work with Human Resources Partner to determine an appropriate salary offer. | Hiring Official |
| 18. | <input type="checkbox"/> | Complete <u>Approval to Hire</u> form using the University's <u>Talent Management System</u> and submit for approval through the reporting structure. | Hiring Official |
| 19. | <input type="checkbox"/> | After approval is received, make verbal offer to top candidate. HR will confirm in writing by sending an Employment Confirmation letter. | Hiring Official |
| 20. | <input type="checkbox"/> | Submit new employee information form on the Human Resources web site at: <u>www.stthomas.edu/hr/mgrtoolkit</u> | Hiring Official |
| 21. | <input type="checkbox"/> | Complete any necessary pre-employment testing and notify hiring official of the results. | Human Resources
Department |
| 22. | <input type="checkbox"/> | Have new employee complete his or her new hire paperwork on or before first day of work. | Hiring Official/
Human Resources
Department |
| 23. | <input type="checkbox"/> | Create an orientation and training plan for the new employee using the <u>Supervisor's Checklist for New Employees</u> . | Hiring Official |