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**Search Committee Chair Check List**

As Chair, it is your responsibility to ensure the integrity of the search. You will lead the committee (3 members minimum) in identifying applicants that have the skills and competencies to be successful and who will embrace the values and mission of SOU.

**Getting Started:**

☐ As a committee, develop and agree to the search time frame.

☐ As a committee, agree on the initial ranking criteria.

☐ Send ranking criteria to Human Resources via the established HR-Recruitment Box Drive. Be sure your criteria conform to a 0-4 scoring format.

☐ Notify committee members that they may start ranking applicants and agree on date for rankings to be completed by.

**Before Interviews: (Both Zoom/telephone and On-Campus)**

☐ Review the Veteran status of each applicant that has met minimum requirements. If an applicant has declared Veteran status, they must advance to the first interview. (See search committee training PowerPoint for instructions on how to easily view an applicant’s Veteran status.)

☐ As a committee, develop your interview questions. (Note: diversity questions applicable to the position should be included in every search.)

☐ On or before the priority consideration date, send interview questions to Human Resources via the established HR-Recruitment Box Drive for review and feedback.

☐ Meet to review the scored applicants and determine who will be selected for interviews. Agree on whether you will be conducting Zoom/telephone interviews or only On Campus interviews.

☐ After the priority consideration date, move candidates from “review” to “screen” that you want to interview. (Only move those you are planning on interviewing) This will trigger review by the HR Primary recruiter to screen the applicants. Once HR has reviewed the candidates you will receive a “To Do” inbox task to create interview questions and forward them to the HR primary recruiter for approval. Once approved, arrange and conduct interviews.

☐ Identify times that committee members can be available for interviews.

☐ Contact applicants to set up interview times. If applicable, confirm they have the needed technology (Zoom Interview).

***If conducting On-Campus interviews only, skip to Prior to On campus Interview section (pg. 3).***

**Prior to Zoom/Telephone Interview**

☐ If applicable, schedule a room that is set up for Zoom and contact your computing coordinator to assist with set up if needed.

☐ If you plan to record either telephone interviews or the audio portion of your Zoom interview, contact your computing coordinator for assistance/technology.

☐ Within the committee, plan who will ask which questions during the interview.

**During Zoom/Phone Interview**

☐ If recording, let the applicant know at the start of the interview.

☐ Introduce the committee to the applicant.

☐ Keep the interview on track and take responsibility for managing the time and flow of the

interview.

☐ Be sure that all committee members take notes, as they will need to be submitted with your completed search packet to Human Resources via the established HR-Recruitment Box Drive.

**After Zoom/Phone Interview**

☐ After Zoom/Telephone interviews are completed, meet with committee to determine who will progress to On Campus interviews.

☐ Develop an interview schedule and confirm that committee members, hiring authority and any individuals/groups involved in the interview process are available to meet at the scheduled times.

☐ If the candidates will be doing a presentation, agree on the topic for the presentation and on how feedback will be collected (paper or online survey).

☐ Call applicants to schedule On Campus interview times and, if applicable, provide the topic of On Campus presentation.

**Prior to On-Campus Interviews**

☐ Send out applicants’ schedules to committee, hiring authority and any other applicable groups.

☐ If applicants will be doing an On Campus presentation or meeting with groups outside the

committee and you plan to attach applicant documents, please delete any personal information off the resume (address, phone number, etc.).

☐ As a committee, develop On Campus interview questions and send to Human Resources via the established HR-Recruitment Box Drive for approval. More in-depth diversity questions should be asked at this stage. If applicable, coordinate questions with other groups so that the applicant is not asked the same questions repeatedly.

☐ Plan the interview. Agree on who will meet the candidate, who will ask which questions during the interview, who will escort the applicant around campus and who will close with the candidate at the end of the day.

**During On-Campus Interview**

☐ Introduce the committee to the applicant.

☐ Keep the interview on track and take responsibility for managing the time and flow of the

interview. If conducting an all-day interview, check in with applicant throughout the day to see if they need anything and remember to provide them breaks during the interview period.

☐ Throughout the interview, make sure everyone takes objective notes for the Search Committee Packet you will turn in to Human Resources via the established HR-Recruitment Box Drive at the end of your recruitment.

\*\*If lunch or dinner will be part of itineraries, please have a minimum of 3 formal open ended questions to ask the applicant(s).

**After On-Campus Interview**

☐ After interviews are completed, if groups outside the committee have met with applicant,

collect feedback including any feedback from campus presentations.

☐ Meet with the committee to share information and collect feedback about each applicant.

☐ *Conducting a Second Round Interview:* If there is no clear top candidate after the first interview, you may conduct a second round of interviews. As a committee, decide who moves forward and repeat the necessary steps above. Inform Human Resources via the established HR-Recruitment Box Drive of your decision to do a second round interview.

☐ If there is a clear top candidate, collect all search committee documents including interview notes, reference check notes, email correspondence with applicants, and any other documentation regarding the recruitment and send to Human Resources via the established HR-Recruitment Box Drive.

**Note:** An employer can't ask for the salary history of an applicant or employee from their current or former employer prior to job offer. (Oregon Equal Pay Act)

☐ Once you have determined which applicant you want to hire, notify the applicant that you would like to take the next step of conducting a reference check. Once you receive their approval, conduct the reference checks and move the candidate forward in Workday to “Background check” if the reference checks were successful.

**Note**: Background Checks and Reference Checks should only be completed for ONE finalist.

\*\* Current and former employees of SOU must have a review conducted of the official personnel file by the hiring authority. Please contact HR for coordination.

☐ Upon successful background check clearance, Human Resources will move the candidate to “Recommend for Hire”.

☐ Search Committee Chair will received a “To Do” inbox task to Complete the Search Committee Hiring Recommendation Form (Staff/Faculty recruitments)

☐ Once HR receives the Search Committee Hiring Recommendation form, HR will submit the form to the appropriate hiring authority for approval.

☐ Once approved, HR will send the Search Chair a “To Do” task to make the verbal offer.

☐ Remember, if the finalist inquires about Dual Career Support, please immediately refer them to Human Resources ([hrs@sou.edu](mailto:hrs@sou.edu); 541-552-8553) for detailed information and instructions.

**Final Steps**

☐ Notify HR/Provost’s Office(AA/SA) of the final start date and agreed upon salary so a Hiring Proposal and Offer Letter can be initiated. Digital onboarding will then be set up by Human Resources for the candidate.