

Search Committee Guide & Checklist

Thank you for serving on SUNY Morrisville search committee! This checklist is intended to guide you through this process, but please reach out to the Recruitment Officer (RO) for support as needed, no search is quite the same & we are here to help you!

☑	Task:	Responsible & Supporting Team Members:	Supporting Documents:
Position Posted, Search Committee/Chair Identified, Preparation, Sourcing			
	RO schedules Search Kick Off Meeting to connect committee & hiring manager <ul style="list-style-type: none"> ○ First 10-15 mins: Hiring manager to give overview on what the position is all about; what they are looking for in a candidate; interviewing & open forum expectations ○ Second 10-15 mins: RO search process overview, training Interview Exchange; EEO & Affirmative Action support pieces; request all signed acknowledgement forms to ensure all have access to the system ○ Final 30-mins: Allotted for the search committee to develop a hiring timeline based on availabilities; schedule future meetings 	RO Hiring Manager Search Chair Search Committee	<ul style="list-style-type: none"> ○ Hiring Timeline Template ○ Search Committee Acknowledgement Form
	Search Committee creates candidate review rubric template – submits to RO for approval before putting into production	Search Chair Search Committee	<ul style="list-style-type: none"> ○ Candidate Screening & Evaluation Template
	Search Committee creates first round interviewing questions – submit to RO for approval before putting into production	Search Chair Search Committee	<ul style="list-style-type: none"> ○ Interview Question Template & S&W
	RO review and approves first round interviewing questions and candidate review rubric – issues approval move to next stage!	RO Search Chair	
Initial Candidate Review			
	Search Chair determines deadline for Committee to review initial applications, all should be completing approved Candidate Review Rubric Best Practice Note: <ul style="list-style-type: none"> ○ Completing the candidate review separately supports diversity of thought between Search Committee/Chair – come together and discuss your thoughts after thorough review/competing the rubric individually 	Search Chair Search Committee	<ul style="list-style-type: none"> ○ Approved Candidate Screening & Evaluation Template
	Search Committee submits their Candidate Review Rubric to Search Chair, Search Chair to combine into one document	Search Chair Search Committee	<ul style="list-style-type: none"> ○ Completed Candidate Screening & Evaluation Template
	Search Chair schedules time to connect with Search Committee and RO to review & discuss applications and finalize committee ratings	Search Chair Search Committee RO	<ul style="list-style-type: none"> ○ Completed/Combined Candidate Screening & Evaluation Template
	RO brings finalized Candidate Review Rubric with scoring for review with Affirmative Action Officer (AAO) – approval to move to next stage!	RO AAO	<ul style="list-style-type: none"> ○ Finalized Candidate Screening & Evaluation Template
First Round Interviews (adjust as necessary, interviewing needs are dependent on positions)			

	<p>Search Chair schedules first round candidate interviews with Search Committee</p> <ul style="list-style-type: none"> ○ First round interviews should be audio-only to ensure no bias (Teams Audio or Phone Call) 	Search Chair Search Committee	<ul style="list-style-type: none"> ○ Approved Email Templates found in Faculty_Staff_Share drive → Faculty Staff Recruitment Resources → Email Templates ○ Approved Interview Questions
	<p>First Round Interviews Commence - Complete Strengths & Weaknesses (included in Interview Question Template) to help determine next round interviews</p> <p>Best Practice:</p> <ul style="list-style-type: none"> ○ Completing the S&W right after interviews will help ensure information is fresh ○ In addition, sometimes this can also help determine second round interviewing questions! 	Search Chair Search Committee	<ul style="list-style-type: none"> ○ Approved Interview Questions
	Search Chair schedules meeting with Search Committee & RO to review and finalize candidates recommended to move to second round of interviews	Search Chair Search Committee RO	<ul style="list-style-type: none"> ○ Completed Strengths/Weaknesses for each candidate
	RO to send declination to candidates interviewed & not moving forward in process	RO	
Second Round Interviews (adjust as necessary, interviewing is dependent on positions)			
	<p>Search Chair schedules meeting with Search Committee to begin developing supporting documents</p> <ul style="list-style-type: none"> ○ Interview Itinerary Template drafted to support information flow to candidates and internal team ○ Second Round Interview Questions drafted 	Search Chair Search Committee	<ul style="list-style-type: none"> ○ In-person Interview Itinerary ○ Interview Question Template & S&W
	Search Chair sends supporting documents to RO for review and approval to move forward	Search Chair RO	<ul style="list-style-type: none"> ○ Drafted Itinerary ○ Drafted Questions
	RO approves documents – move to next stage!	RO Search Chair	<ul style="list-style-type: none"> ○ Approved Itinerary ○ Approved Questions
	<p>Search Chair begins scheduling candidate interviews</p> <p>Best Practice:</p> <ul style="list-style-type: none"> ○ Search Chair should place a hold on Search Committee, RO, Hiring Manager & any other team member's calendar (as needed, please consult with Administrative Assistant for interviewer availabilities) ○ Book the room needed now! In-person interviews should primarily be in one location, our campus team can travel to meet the candidate to better support the committee & candidate's time ○ If travel reimbursement is required, this needs to be approved using this form before offering to candidate 	Search Chair Search Committee RO Hiring Manager Any other TM's	

<p>Search Chair reaches out to Candidate to Schedule In-Person Interview</p> <p>Best Practice:</p> <ul style="list-style-type: none"> ○ Call candidates first to determine who can do what date/follow up with an email with options available as needed ○ Update hold on calendars with Interviewee's name after confirmation ○ Update & send each candidate interview itinerary & approved email communication to support them day-of ○ CC RO on email details out to candidate so RO can support as needed ○ If an Open Forum is requested for the candidate, please consult with the RO on communicating this out to campus community 		<p>Search Chair</p>	<ul style="list-style-type: none"> ○ Approved in-person Interview Itinerary ○ Approved Email Templates found in Faculty_Staff_Share drive → Faculty Staff Recruitment Resources → Email Templates ○ Open Forum Etiquette Guide
<p>In-person Interviews Commence</p> <p>Best Practice:</p> <ul style="list-style-type: none"> ○ Search Committee Completes Strengths & Weaknesses after each interview 		<p>Search Chair Search Committee RO Hiring Manager Any others on campus included</p>	
Final Candidate Review & Offer Stage			
<p>Search Chair schedules final meeting with committee to finalize strengths and weaknesses</p>		<p>Search Chair Search Committee</p>	
<p>Search Chair sends S&W document to RO for review</p>		<p>Search Chair RO</p>	
<p>RO sends finalized S&W document to Hiring Manager for review and discussion to determine candidate</p>		<p>RO Hiring Manager</p>	
<p>RO completes Background Check for selected candidate Hiring Manager (or Search Chair) completes reference checks for selected candidate</p>		<p>RO Hiring Manager Search Chair</p>	<ul style="list-style-type: none"> ○ Recruiting Guide: Conducting Candidate Reference Checks