

SEARCH COMMITTEE CHECKLIST For MANAGEMENT POSITIONS

Position _____

Search Chair _____

APPROVAL OF POSITION AND PLACEMENT OF ADVERTISEMENT:

Advertisements are placed by either Human Resources or the Provost's Office – depending on the position.

PROCEDURES

1. **Schedule a Checklist meeting:** The Search Chair (or designee) is to schedule a meeting with the Director of Social Equity (or designee) to discuss the *Management Hiring Guidelines*
2. **Prepare a Recruitment/Network/Outreach Plan** to solicit women and applicants of color.
3. **Forward Names and Addresses** of ALL applicants to the Office of Social Equity at socialequity@kutztown.edu .
4. **Submit the evaluation methodology form** (i.e., grid sheet/rubric) **and proposed interview questions** to the Office of Social Equity prior to the search committee reviewing the applications. The proposed interview questions should include a question germane to experience/s of the applicant working with diverse student/workforce populations.
5. **Schedule the File Review meeting:** The Search Chair (or designee) is to schedule a meeting with the Director of Social Equity (or designee) to certify those applicants to be brought on campus for interviews.
PLEASE NOTE: Applicants are NOT to be brought on campus for an interview until the file review process has been completed.
6. **Complete Criminal Background Check Authorization:** During the visit to campus to be interviewed, applicants are to be escorted to Human Resources (Kemp Building) to complete the criminal background check authorization paperwork. Human Resources will provide information to all applicants regarding the Employment Eligibility Verification (I-9) paperwork.
7. **Contact the Office of Social Equity for Veterans' Preference Act considerations** after finalist/s has/have been interviewed.
8. After the successful candidate has accepted the university's offer of employment, regret letters are to be sent to all unsuccessful candidates who applied for the position.
9. **Complete Post-Interview documentation:** *Applicants Invited for Interview* form (pink) (Appendix D1) and *Applicants Not Invited for Interview* form (green) (Appendix D2). Completed forms are to be promptly submitted to the Office of Social Equity at the conclusion of the search.
10. **Keep** search files; MUST be kept for a minimum of **SIX** years.