

SEARCH PROCESS CHECKLIST

The listing below will guide the faculty search committee throughout the faculty recruitment process. We would like to remind you that consistency is key. There are several stages in which review and **approval by the Dean and the EO Office** is required before the search can proceed to the next step.

As you go through the steps outlined below, check off each of the items you have completed:

1. Obtain necessary approvals to recruit for the faculty position(s).
2. Assign/identify the faculty Search Committee Chair and Search Committee members.
3. Meet with the EO Office to discuss administrative procedures, equal opportunity guidelines and diversity initiatives.
4. Complete and forward the Faculty Employment Requisition form, position announcement (short/long text) and Faculty Recruitment Plan form to the Dean for approval.
5. Upon Dean approval, forward to the EO Office for final approval of the position announcement. EO Office will then post the advertisement on the UTEP HR website.
6. Work with the Human Resources Office to coordinate external advertising for the position (optional).
7. Enlarge the applicant pool by conducting diversity outreach as well as contacting colleagues directly (at the minimum 5 contacts per faculty member on the Search Committee).
8. Document all outreach efforts on the Recruitment Plan form to include targeted diversity recruitment.
9. Review required vs. preferred qualifications with Search Committee.
10. Complete the Qualifications Matrix Form to assist in the evaluation of applicants.
11. **The Search Committee request's approval for the "certification of the applicant pool" to initiate applicant review.**
12. Send regret letters to those applicants who will not be considered further for the position (i.e. those which the Search Committee is in agreement will not be considered further).
13. **The Search Committee request's approval of "short list" and/or "interview list" *prior* to inviting candidates for phone/Skype or conference interview(s).**
14. Review the Interview Question Guidelines provided by the EO Office; create interview questions, schedule interviews, upload evaluation materials to the applicant tracking system, and send interview dates to the EO Office.
15. **The Search Committee request's approval of "campus visit" *prior* to extending an invitation to the candidate(s).**
16. Forward campus visit itineraries to the EO Office *prior* to sending to the candidates.
17. Notify the EO Office of Search Committee's recommendation for hire upon sending to the Department Chair and or Dean.
18. Send non-selection letters to remaining candidates.
19. Remove all position(s) advertisements from external sources upon acceptance of position.
20. **Verify that all applicants have that applied have a disposition code and hire/non-hire reason in the online applicant tracking system.**
21. Ensure that all original search materials are retained in conjunction with state records retention guidelines (3 years).
22. Evaluate the search process and outcome by completing the end of the faculty search survey provided by the EO Office.