Appendix A
Search Chair Checklist

- Make a tentative timeline/schedule for interviews and search completion
- Maintain confidentiality at all times, sign confidentiality agreement and return to HR
- Mark all applicants who do not meet minimum qualifications in the applicant tracking system
- Make a candidate screening evaluation/rubric/score sheet based on the required qualifications of the position, see Appendix B for example
- Determine interview type for qualified applicants (face-to-face, phone or video)
- Determine appropriate interview questions, see Appendix C for suggestions
- Get prior approval for any on-campus interviews to determine budget from your appropriate Dean, VP or Provost for applicant travel expense
- Complete the Faculty Credential Approval form (faculty searches only) to ensure all transcripts have been verified before on-campus interviews take place. Send completed and signed forms to Academic Affairs http://www.athens.edu/pdfs/policies/Operating/Academics/Faculty-Credential-Guidelines-and-Form.docx
- Contact HR to conduct references of the top finalists BEFORE they come to campus
- Update the applicant tracking system as the search progresses and keep HR updated on the search progress
- After on-campus interview approval, submit PO’s to the Business Office to cover candidate expenses (see Candidate Interview Expense procedures)

http://www.athens.edu/pdfs/financial-affairs/Travel-Procedures.pdf
- Make sure each candidate is aware of the salary and of our Interview expense policy (max $750)
- Make a schedule for each candidate’s on-campus visit (Provost, Dean, Department Head, etc.)
- Contact the Provost office if candidates are to make a University wide presentation
- After all interviews, send top finalists names with strengths and weaknesses to the Dean and Provost for their determination for hire (do not rank the applicants)
- Notify all on-campus interviewees (personally) if they were not selected as a courtesy to the applicant, HR will send emails to applicants at the end of the search process
- Update the applicant tracking system at the end of the search (contact HR for assistance if necessary)
- At the end of the search, return all materials from the committee (score sheets, notes, etc.) to the Office of Human Resources and please shred any applications that have been copied

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