



Office of Human Resources

## **STAFF SEARCH CHAIR CHECKLIST**

The *Search Committee Chair* is typically a subject matter expert and works closely with the hiring manager throughout the search process. The Search Chair is selected by the Hiring Manager to oversee the search committee and the search process. (see [Staff Guide](#) for detailed overview of search process)

Below are the specific action steps Hiring Managers and/or Search Chairs take to fill a position at RIC.

### *Hiring Manager:*

- ☐ Complete the Job Questionnaire form
- ☐ Submit completed job questionnaire form along with revised job description to HR (Andreina Batista and or Heather Slade)

### *Search Chair:*

- ☐ Sign up for a search committee training via Calendly.com (link on RIC HR website)
- ☐ Together with Hiring Manager create a timeline (starting with the desired start date and working backwards) and then create a search plan to oversee the committee
- ☐ Discuss days and times that work for you and all committee members in order to block off time on calendars for search meetings and interviews
- ☐ Together with Hiring Manager determine how finalists will be evaluated (for example: finalists may interview with other key stakeholders or be asked to complete a relevant exercise such as a presentation or small project)
- ☐ Access applicant tracking system (PeopleAdmin) and review/screen applicants
- ☐ All applicants not selected to continue in the interview process should be moved in the workflow accordingly and notified by *Search Chair* or *Human Resources* ([see guide for Accessing and Reviewing Applications](#)).
- ☐ Conduct first round interviews
- ☐ Send list of second round pick interview candidates to hiring manager along with strengths and weaknesses **unranked**
- ☐ Move applicants not selected for second interviews in the workflow
- ☐ *Hiring Manager*, communicates to Search Chair who was candidate selected for hire
- ☐ Search Chair creates Hiring Proposal in People Admin (enter mandatory proposed start date) sends to hiring manager in workflow ([see guide for Accessing and Reviewing Applications](#))
- ☐ *Hiring Manager* reviews Hiring Proposal and sends for approval
- ☐ Search Chair completes Monitoring Report ([Link to Monitoring Report](#))