Review [Guidelines for Search Committee Chair & Committee](http://www.delhi.edu/administration/human_resources/pdf/RESPONSIBILITIESOFSEARCHCOMMITTEECHAIR.pdf)

**Search Chair Checklist**

Send [When is Good](file:///C:\Users\reckewjm\Desktop\whenisgood.net) or [Doodle Poll](http://doodle.com) to Personnel Assistant, CDO, HM & Provost (faculty only) or delegates to first meeting to receive the **Official Charge**

Complete search [Time Table](http://www.delhi.edu/administration/human_resources/pdf/searchtimetable.pdf) & e-mail this document to Personnel Assistant, CDO, HM & Provost (faculty only)

Develop [Matrix](http://www.delhi.edu/administration/human_resources/pdf/matrix.pdf)/[Candidate Evaluation](http://www.delhi.edu/administration/human_resources/pdf/Evaluation%20of%20Candidates.xlsx) tool: each member completes matrix for each candidate

Via Interview Exchange, reassign candidate files to the appropriate file designation: Yes, No, Maybe etc.

Wherever applicable, personally notify *internal* candidates (not via e-mail) when they are no longer being considered

After the full consideration date has past, notify Personnel Assistant that all candidates in the “No” folder may receive the letter of regret (HR sends)

Identify candidates that committee would like to interview via phone, then move into “Phone interview” folder

Notify CDO that individuals are in the “Phone interview” folder

Committee must wait to hear back from CDO before proceeding, CDO will review candidate pool

Develop phone interview questions & arrange phone/ZOOM interviews with candidates

Perform [Telephone Reference Checks](http://www.delhi.edu/administration/human_resources/pdf/reference%20check%20form.pdf) on those individuals that you would like to invite to campus

Send Personnel Assistant list of candidates that you would like to invite campus, HR will run social media checks

Personnel Assistant will send results of social media checks to Search Committee Chair

Once social media checks and reference checks are satisfactory move candidates into the “Interview” folder

Develop on-campus interview questions

Arrange on campus interviews with candidates (ZOOM: option for online positions only), in no particular order:

E-mail candidate Guest Parking Permit (request from UPD)

When applicable, contact Alumni Hall Assistant to book Alumni Hall Suites, during the summer contact Sherwood Inn (Riverview Townhouses)

Academic positions (not ISA/IST) must include meeting with the Provost & Dean

Academic positions (not ISA/IST) recommended teaching demonstration or other education sample, create short evaluation tool

Mid-level & above professional positions: arrange campus-wide open forum, presentation, Q&A etc. create short evaluation tool

Campus Tour (when permissible)

Interview with Search Committee

Interview with Hiring Manager/Program Director

Candidate meals, discuss with the HM

Optional meeting with HR (~20 minutes) to discuss benefits

Search Committee processes [Travel Reimbursement](http://www.delhi.edu/administration/human_resources/pdf/TravelToolKit.pdf)

**IF** candidate reveals family style or inquires about childcare, may suggest they arrange visit with [DC4](https://childcare.delhi.edu) for same/next day for travelers

Following on-campus interviews, identify pros/strengths of each finalist in either a bulleted list or narrative format

Generate “Hire Justification Report” in Interview Exchange, upload pros/strengths document

Do not complete these sections: Selected Candidates Name or Backup Candidates Name (HM completes this)

Once candidate has been offered **and** accepted the position move them into the “Hired” folder in Interview Exchange

Committee must contact finalists via phone that a hire has been made, may encourage them to apply to other positions in the future, eg: adjunct

Collect ALL search materials from committee members and send to HR within 48 hours of candidate acceptance of position:

Completed matrix/candidate evaluations

Telephone Reference Check responses

Interview responses/notes

If open forum/presentation/teaching sample occurred, include evaluation tool/campus responses

All other pertinent materials relating to the search