



Search Time Table

The search committee should establish a timetable for the search at its first meeting and complete the information below. Copies should be provided to the Human Resources Office, the Assistant Provost for academic searches as well as the appointing authority (Dean, Department Chair or Supervisor).

Position: _____

Search Committee Members: _____

Date of first meeting: _____

Complete review of applications by: _____

Meet to determine semi-finalists on: _____

Telephone Interviews on: _____

Meet to determine finalists for on-campus interviews on: _____

Tentative dates for on-campus interviews: _____

Meet to create list of semi-finalists: _____

Projected start date for new hire: _____