

FACULTY SEARCH COMMITTEE MEMBER CHECKLIST

PRE-SEARCH	Noted OIE Checkpoints
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete mandatory search training (<a href="#">Search Training</a>). Print certificate of completion from Workday and provide a copy to the hiring manager and search assistant.</li> <li><input type="checkbox"/> Before agreeing to participate, ensure ability and willingness to commit to attending all committee meetings and other search-related activities.</li> <li><input type="checkbox"/> Review <a href="#">OIE Search &amp; Screening Guidelines</a> and other search-related resources.</li> </ul>	
DURING SEARCH	
<p><b>Search Committee Charge Meeting</b> At first meeting, receive charge from hiring manager. Items addressed should include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receive the charge from the hiring manager and ask any questions you may have about the search.</li> <li><input type="checkbox"/> Create a meeting schedule based on search timeframes.</li> <li><input type="checkbox"/> Discuss a quorum for committee action.</li> <li><input type="checkbox"/> Establish absentee ballot procedures, if any [<b>Note:</b> proxy voting is prohibited].</li> <li><input type="checkbox"/> Discuss and agree upon minimum and preferred qualifications and tools for each screening round; qualifications must be objective, measurable, and performance-based (this step should be completed <b>prior to</b> applicant review).</li> <li><input type="checkbox"/> Actively recruit highly qualified candidates through personal and professional networks.</li> <li><input type="checkbox"/> If requested by the hiring manager, develop recommendations to supplement existing recruitment plan, with consideration given to the university’s Affirmative Action Plan (AAP) placement goals, as required by Executive Order 11246.</li> <li><input type="checkbox"/> Discuss how ‘conflicts of interests’, as well as the ‘right of inclusion’ (also known as the motion to reconsider) will be used during the search.</li> <li><input type="checkbox"/> Do not conduct committee work outside of official search committee meetings.</li> <li><input type="checkbox"/> Be an active participant during committee meetings and share your perspectives to ensure an effective and successful search.</li> <li><input type="checkbox"/> Review regulations governing record-keeping associated with a search; specifically, the <a href="#">Florida Sunshine Law and the Public Records Law</a>.</li> <li><input type="checkbox"/> Do not share your notes; generally, notes are not subject to a public records request, unless they are shared with others or included in a subpoena.</li> <li><input type="checkbox"/> Address any additional special requirements of the search.</li> </ul>	<p>NOTE: Recruitment Plan (submitted with job requisition) requires OIE approval</p>

**Candidate Screening Process**

It's important to treat all candidates the same throughout the screening process. These are some items to note:

- Discuss timetable for screening.
- Use date from ads indicating when screening will begin; closing date if already established; desired interview dates; other parameters from hiring manager. **(Please Note: Minimum qualifications cannot be changed during the screening process; candidates must be screened consistent with the advertised requirements in the job posting. If changes are made to qualifications during the screening, the search will likely fail, and the committee will be required to re-post the position).**
- Do not consider a candidate that does not meet the posted minimum qualifications.
- Conduct all screening rounds applying objective, performance-based criteria.

**Candidate Interview Process:**

It's important to treat all candidates the same throughout the interview process. These are some items to note:

- Collaborate with search committee to develop interview questions (review the [OIE Acceptable/Unacceptable Interview Questions list](#)).
- Collaborate with the search assistant to schedule interviews.
- Complete reference checks for finalist(s). **\* Reference checks are required for both internal and external hires. \***
- Prepare interview results summary and final committee recommendation for hiring manager.

**Throughout the search, work with the search chair to:**

- Identify and monitor any conflict of interest with a candidate under consideration. This matter must be immediately brought to the attention of the search chair for review and resolution.
- Exercise the 'Right of Inclusion' to review your concerns if you believe that a candidate did not advance during a screening round due to inconsistent application of the screening criteria.
- Maintain confidentiality and do not discuss search business outside committee meetings.

NOTE:  
Preliminary interviews may not be scheduled without OIE's approval of Candidate Pool Evaluation Form