

Search Chair Name: _____ Position Being Searched: _____ Date: _____

1. All committee members attend PageUp training. Contact Deb Wernli or Michelle Darveau to schedule.
2. **(Optional) - Chair and one other committee member review for Pass/Fail.** Request “Hiring Manager” (HM) change the disposition of the failing applicants to “Pass Fail Unsuccessful” which generates an email informing them that they are no longer being considered. Passing applicants can be moved to “Pass Fail Successful.”
3. **Full Committee Review**
 - Each committee member reviews applications in PageUp based on approved search criteria, **scores each criterion** and records job-related comments to back up the scores. You should NOT use the “Selection Criteria Outcome” field at the bottom of the score card; it is **not** tied to the scoring/ranking report.
 - Each committee member should run the report “Search Committee – Criteria Outcomes” to ensure that they did not miss any scores.
 - Inform Chair that the review has been completed.

CHAIR RUNS REPORT IN PAGEUP OF SCORING/RANKING. IF ANY COMMITTEE MEMBER HAS MISSED ANY CRITERION, THE REPORT WILL NOT RANK CORRECTLY.

(Be sure to save the report as an Excel spreadsheet and attach it to the job in PageUp before any applicant statuses are changed. Chairs are also encouraged to share the report in Excel with the committee.)

- Meet to establish candidate short-list. Inform HM of applicants not moving forward so HM can change their status. You may leave some candidates in “New” status if you are not yet ready to dismiss them.
 - (Optional) Conduct phone interviews.** (NOTE: The “Hiring Manager” creates the phone interview time slots in PageUp and invites the applicants.)
4. **On Campus Interviews**
 - Assure reference checks are completed.
 - Write recommendation memo to DHDD, College Dean (if applicable) and Provost/Vice President for approval. If your College requires written approval of the interview recommendation by the Dean, then obtain that approval.
 - Once approval has been granted, inform HM which applicants will be invited to campus. HM creates campus interview time slots in PageUp and invites the finalists.
 - Request HM change dispositions of those candidates no longer being considered.
 - (Optional)** Request Welcome to Mines/Golden Packet(s) from HR for out of state candidates.
 5. **Offers**
 - HM initiates the offer process by placing the finalist in the status of “Pre-Offer Salary Request” and then completing the offer card for approvals.
 - Once the offer has been approved,** a verbal offer can be made, followed by the formal offer letter.
Note: Academic Affairs approves and prepares/sends the offer letter for ALL administrative and academic faculty in departments that report to Academic Affairs.
 6. **Closing the search**
 - o **Make sure that every applicant has been changed to a final disposition and has been notified of their status.**
 - o Chair or HM must attach any search documentation not already contained in PageUp to the job. This would include the following:
 - Committee scoring/ranking report
 - Copies of correspondence sent to candidates outside of PageUp
 - Interview questions and/or notes from committee members
 - Any notes generated by the committee in the decision-making process
 - Recommendation memos

All steps must be completed in order to meet record keeping requirements.

Comments: _____
