General Search Process and Timeline – Search Chair

Pre-Posting:

☐ Need to fill a position? Review the position description (PD) and make any updates.
☐ Send updated PD for exemption to HR. This process can take up to a week. See details here: https://www.mines.edu/human-resources/evaluation-compensation/exemption-request/
☐ Is this an internal or external search?
  ○ HR will post opening to jobs.mines.edu, Higher Ed Jobs, and the Chronicle of Higher Education.
  ○ Would you like it posted on any external websites?
☐ Supervisor contacts potential search committee members to ask if they are willing to participate. Need a chair and 2 others on the committee.
☐ Once a diverse committee is defined, ask HR to add them as Search Chair/Members in PageUp.
☐ Search Committee Training – HR will inform you if any committee members need training or a refresher.
  ○ Anyone who hasn’t participated in the last 2 years needs to attend training.
☐ Schedule initial committee meeting to discuss and establish timeline and grading criteria.
  ○ Establish 3-5 objective grading criteria from the published position description. HR will need to approve these criteria.
  ○ Tell HR when this is complete and the criteria will be added to PageUp.

Searching:

☐ OPTIONAL pass/fail evaluation
  ○ If a pool is large, committees may do a pass/fail step with 1-2 absolute base criteria. A minimum of two committee members must do the review and concur on the results.
☐ Each member scores candidates individually in PageUp.
  ○ Please inform HR when scoring is completed.
☐ HR will run the scoring and ranking report and provide it to the search chair.
☐ Update candidate statuses as soon as decision are made.
☐ Decide from report and committee discussion whom to phone/Zoom interview or go directly to campus interviews (depending on how many applicants).

Interviews:

☐ Contact HR to set up interview time slots for candidates via PageUp
  ▪ Recommend at least a 3-day notice for applicants. 1 week notice preferred.
  ○ Note: HR is not involved in setting up interview itineraries, location details, etc.
  ○ Note: HR has a bank of interview questions and a feedback template.
☐ Request Welcome Packets from HR for on-campus interviews (optional)
☐ Hold follow up meeting to discuss final candidates/provide recommendation to Hiring Manager/Supervisor.
  ○ Send notes and committee summary to HR for search documentation
☐ Inform finalists you plan to complete reference checks.
  ○ Can be delegated between the Supervisor and Committee Chair
  ○ Contact HR if you would like to request a reference letter via PageUp.
Offer:

- **Pre-Offer Salary Request**
  - **DO NOT MAKE A VERBAL OFFER YET!**
  - Inform HR on whom you would like to hire. HR will initiate the pre-offer salary request process in PageUp.
  - HR will complete a salary analysis (may take up to an average of 3 business days) and the offer has to have complete approval in PageUp prior to any verbal offer being extended.

- **Verbal Offer**
  - Once the pre-offer salary request is approved in PageUp, the verbal offer may be extended.
  - Upon acceptance of the verbal offer, inform HR this is complete and the formal offer letter will be sent.
  - **NOTE: Academic Affairs approves, prepares, and sends the offer letters for ALL administrative and academic faculty in departments that report to AA.**

- **Formal Offer Letter sent via HR or AA**

Wrap-Up:

- **To wrap up and close the search, HR needs:**
  - Complete documentation: describing who doesn’t move forward and why as well as who did move forward.
    - Position Description
    - Pass/fail (committee summary)
    - Final Scoring Report (committee summary)
    - Interview notes (committee summary)
    - Interview itinerary
    - Recommendation memos
  - Ensure all applicants are notified and in final statuses

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