CHECKLIST FOR SEARCH & SCREEN PROCEDURES
Appointed Professional Positions
Levels 4, 5, 6

General Information:
- All appointed full-time professional positions at levels 4, 5, and 6 must follow the recruitment procedures outlined in the Recruitment Procedures for Appointed Positions. Part-time positions must also follow these procedures but do not require a search committee.
  - All positions will be listed on Indiana University’s On-Line Application system (OLA)
  - All advertisements and job postings will direct applicants to apply via OLA
- The Chancellor has the following options available to him/her for a search:
  - Proceed with a search following the outlined procedures
  - Elect to conduct an internal search
    - May be internal to Indiana University
    - May be internal to Indiana University Kokomo
  - Waive the search process and appoint an individual to fill the position

If you have questions, please contact Gerry Stroman at gstroman@iuk.edu, or Gabby VanAlstine at gvanalst@iuk.edu.

☐ 1. Review job description:
   - Hiring official must review the current job description and make any necessary changes before beginning the recruitment process

☐ 2. Complete the Position Request Authorization form:
   - Hiring official must attach justification for the position, including any support costs
   - Hiring official sends the form to the appropriate vice-chancellor for approval
   - Vice-chancellor forwards the form to the Director of Budget Administration, and then to the Chancellor for approval
   - Chancellor’s office will notify hiring official, director of human resources and the affirmative action officer that the search has been approved
3. **Appoint a Search & Screen Committee**
   - Hiring official should appoint 3-5 members
     - Committee should be diverse in ethnicity and gender
   - Hiring official appoints one member to serve as Chair
   - Hiring official forwards list of proposed committee members to the affirmative action officer for approval
   - Director of human resources serves as an ex-officio member of all search committees

4. **Schedule initial meeting of search and screen committee**
   - Chair of search and screen committee schedules first meeting
   - Affirmative action officer, director of human resources and the hiring official must be invited to the first meeting of the search and screen committee
   - Director of human resources and/or hiring official develops the advertisement/position announcement and the recruitment plan for the search committee to review
     - All ads and position announcements must include these statements:
       - IU Kokomo is an Equal Opportunity/Affirmative Action Employer
       - For more information about IU Kokomo and this position, visit our web site at [http://www.iuk.edu](http://www.iuk.edu)
       - Individuals needing assistance to participate in this application process should contact the Office of Affirmative Action at 765-455-9221. Documentation of disability may be required.

4. **Advertisements and recruitment plans must be approved by the affirmative action officer**

5. **Advertise the position**
   - All positions will be listed on OLA, and in appropriate publications and Web sites
   - All applications/résumés are to be returned to the director of human resources
   - Applicants should have at least 5 working days to respond to an ad from the last date of the advertisement

6. **Review the applicant pool**
   - Director of human resources will do the initial screening of applicants to ensure candidates meet the minimum qualifications of the position at the time of application
   - Search committee will review the pool of applicants via the OLA system and designate the most qualified for the position
     - Chair indicates in OLA why an application was screened out of the
candidate pool

- Chair of the search committee forwards the names of the candidate pool to the affirmative action officer for review and approval
- Affirmative action officer notifies the chair and the director of human resources when the candidate pool is approved
- Committee chair forwards approved candidate pool to the director of human resources, who will:
  - contact the candidates and give them additional information about the position, the campus and the salary range
  - Determine if the individual wishes to remain in the candidate pool
  - Update OLA should any of the candidates withdraw from the search
- Committee may conduct telephone screen interviews of approved candidate pool

☐ 7. **Schedule candidates for interviews**

- After telephone screen interviews, chair forwards the list of finalists to the affirmative action officer for review and approval to bring them to campus for in-person interviews
- Affirmative action officer notifies the chair and the director of human resources when the pool of finalists are approved
- The Office of Human Resources will schedule interviews following approval from the affirmative action officer
  - Director of human resources updates OLA to indicate date of interview for each of the candidates being interviewed

☐ 8. **Interview candidates**

- Director of human resources, the search and screen committee, and the hiring official will interview each candidate
- Interviews will be scheduled with others as appropriate for the position
- Interviews will be scheduled with the appropriate vice-chancellor when applicable
- Interviews will be scheduled with the chancellor for candidates for vice chancellors and directors
- Faculty and staff will be notified if open sessions are scheduled
- Member(s) of the search and screen committee escorts candidate(s) the day of the on-campus interview

☐ 9. **Evaluate candidates**

- Participants in the interview process should complete a Candidate Evaluation Form
- Search and screen committee must submit a written report of candidates’ strengths and weaknesses within three (3) days following the final interview to the hiring official with copies to the affirmative action officer and the director of human resources
10. **Recommend top candidate**
   - Hiring official asks chair to check references on the candidate s/he wishes to recommend for hiring, or on all finalists.
   - Hiring official makes recommendation to the appropriate vice-chancellor after references have been checked
   - Vice-chancellor makes recommendation to the Chancellor
   - Vice-chancellor or Chancellor notifies director of human resources and hiring official that the hiring has been approved

11. **Extend offer**
   - Director of human resources extends a verbal offer to top candidate and updates OLA
   - After candidate accepts verbal offer, the Office of Human Resources sends written offer letter to candidate and updates OLA
   - After candidate returns written acceptance of offer, the Office of Human Resources sends copy to hiring official and to the affirmative action officer
   - Office of Human Resources notifies all other candidates that the position has been filled via OLA

*revised August 2011*