

# **CHECKLIST OF SEARCH AND SCREEN PROCEDURES**

## **Appointed Professional Positions**

General Information: All appointed full-time professional positions must follow the recruitment procedures outlined in the Recruitment Procedures for Appointed Professional Positions. Part-time positions must also follow these procedures but do not require a Search Committee.

Professional positions that are classified as a Level 3 or below no longer require a search and screen committee to assist in filling a vacancy. The hiring official must still follow the present search procedures, but not appoint a search and screen committee. If you have questions, please contact Gerry Stroman at [gstroman@iuk.edu](mailto:gstroman@iuk.edu) or Jerre Fercho at [jfercho@iuk.edu](mailto:jfercho@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 Vice Chancellor for Administration & Finance and then to the Chancellor for approval
  - Chancellor's Office will notify the 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 (should be diverse in ethnicity and gender)
  - Hiring official should appoint one member to serve as Chair
  - Committee must be approved by the Affirmative Action Officer
  - Director of Human Resources will be an ex-officio member of all Search Committees
  
- 4. **Schedule Initial Meeting of Search & Screen Committee:**
  - Chair of Search Committee schedules first meeting
  - Affirmative Action Officer, Director of Human Resources and hiring official must be invited to the first meeting of the Search & Screen Committee
  - Director of Human Resources and/or hiring official should develop the Advertisement/ Position Announcement and the Recruitment Plan for the Search Committee to review
  - The Office of Human Resources will obtain quotes for all ads (usually requires about one-week notice)
  - Applications and résumés are to be returned to the Director of Human Resources
  - All Ads should 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>."; and "Individuals needing assistance to participate in this application process should contact Office of Affirmative Action at 765-455-9529. Documentation of disability may be required"
  
- 5. **Ads and Recruitment Plan must be approved by the Affirmative Action Officer**

- 6. **Advertise the Position:**
  - All positions should be advertised in appropriate publications and Web sites
  - Applicants should have at least 10 working days to respond to an ad from the last date of the advertisement
  - Human Resources will send each applicant a letter and an applicant monitoring form following receipt of their application
  
- 7. **Review the Applicant Pool:**
  - Director of Human Resources will do the initial screening
  - Search Committee will review the pool of applicants
  - Search Committee will designate the most qualified candidates
  - Search Committee may conduct telephone interviews on top candidates
  - Search Committee will conduct telephone reference checks on the candidates to be interviewed via conference call
  - The Office of Human Resources will forward the list of applicants, and the resumes and telephone reference checks on the candidates to be interviewed to the Affirmative Action Officer
  
- 8. **Schedule candidates for interviews:**
  - The Office of Human Resources will schedule the interviews following approval from the Affirmative Action Officer
  
- 9. **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 appropriate
  - Interviews will be scheduled with the Chancellor for candidates for vice chancellors and directors
  - Faculty and staff should be notified when open sessions are scheduled
  - Member(s) of the Search & Screen Committee should be appointed to escort candidate(s) the day of interview
  
- 10. **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 days after the last interview) to the hiring official with copies to the Affirmative Action Officer and the Director of Human Resources
  
- 11. **Recommend top candidate:**
  - Hiring official makes recommendation to the appropriate vice chancellor
  - Vice Chancellor makes recommendation to the Chancellor
  - Vice Chancellor or Chancellor notifies Director of Human Resources and hiring official that hiring has been approved

- 12. **Extend offer:**
  - Director of Human Resources extends an oral offer to the top candidate
  - After candidate accepts oral offer, the Office of Human Resources sends written offer letter to the candidate
  - After candidate returns written acceptance of offer, the Office of Human Resources sends copy to hiring official and Affirmative Action Officer

Revised May, 2005