



EASTERN CONNECTICUT STATE UNIVERSITY
Office of Equity & Diversity

UNCLASSIFIED SEARCH PROCEDURES CHECKLIST

Used for Faculty (AAUP), Administrative Faculty (SUOAF), and Management Searches

PHASE 1: INITIATING THE SEARCH PROCESS	
CHECK	TASK
	Dean/Director (hiring manager) and divisional vice president determine a need to fill a position.
	(*) Dean/Director completes Position Action Request Form (with necessary approvals/signatures) and submits to the Office of Human Resources. POSITION ACTION FORM CAN BE FOUND AT: Position Action Form
	In consultation with divisional vice president, the Dean/Director (hiring manager) identifies a search committee chair and assembles a search committee of diverse (gender, racial, expertise, etc.) composition.
	(**) Dean/Director and search committee chair develop job posting announcement (based on position description). PD/announcement should include a statement that application materials received by a specified date will receive highest consideration. SAMPLE ADVERTISEMENT CAN BE FOUND AT: Sample Job Posting Advertisement
	(**) Dean/Director and search committee chair must determine where position will be advertised with at least one diverse recruitment site used (locations of advertisement must be indicated on search plan). DIVERSITY RECRUITMENT RESOURCES CAN BE FOUND AT: Diversity Recruitment Resources
	(*) Dean/Director and search committee chair completes search plan form and attaches necessary documentation (search committee list, PD/announcement, advertising locations, search timeline, copy of PAR Form, etc.). SEARCH PLAN CAN BE FOUND AT: Search Plan Form Template
	Search plan goes through signature approval process and gets submitted to the Office of Equity & Diversity.
	Dean/Director and search committee chair are notified of the search plan approval (or denial) and will receive a copy from the Office of Equity & Diversity.
	Office of Equity & Diversity will submit approved search plan to Human Resources for job posting (many positions are initially posted internally for 10 days via unions)
	Search committee members will be sent login information and the access link to JazzHR (which is the software where submitted applications will be stored). JazzHR automatically collects Affirmative Action Demographic Information and send each applicant and acknowledgement email.

PHASE 2: PRELIMINARY WORK OF SEARCH COMMITTEE	
CHECK	TASK
	VP for Equity & Diversity should be invited to the first meeting of the search committee to provide instructions, anti-bias training, and answer questions.
	Search committee should be provided with position description and announcement as well as the access link to JazzHR: JazzHR Access Link
	(*) Search committee should collaborate on the development of a rubric to have an equitable method to evaluate application materials (to include an agreed upon rating scale). SAMPLE RUBRIC CAN BE FOUND AT: Sample Rubric Template
	Search Chair should submit the evaluation rubric to the Office of Equity & Diversity for review and approval.
	Upon approval of the rubric, search committee members can begin, individually, evaluating application materials that have been posted to JazzHR.
	Search committee will reconvene to share individual candidate scores and determine the average score (or sum-total score) for each candidate. Scores will be used to determine the top-scoring candidates for interview invites.
	If committee decides to have more than one round of interviews, first round of interviews (which are typically virtual) can be scheduled and conducted without prior E&D approval.
	The search committee determines the number of rounds of interviews for the search and should collaborate on the development of scripted interview questions for both first and second round of interviews (if two rounds are being held).
	Once the search committee feels a sufficient candidate pool has been compiled, the search chair should request that HR remove the job posting from the various websites and that Equity & Diversity close the search posting in JazzHR..
PHASE 3: FINAL ROUND INTERVIEW OF CANDIDATES	
CHECK	TASK
	(**) The list of scripted interview questions should be submitted to the Office of Equity & Diversity for approval. SAMPLE QUESTIONS CAN BE FOUND AT: Sample Interview Questions
	List of candidates being invited for a final interview along with a brief statement of rationale for each candidate should be submitted to the Office of Equity & Diversity.
	Upon gaining approval of candidates and interview questions, search chair (or designee) contacts candidates and schedules their in-person interview accordingly.
	For interviews (regardless of virtually or in-person), search chair determines schedule of meetings candidates will follow (each candidate schedule must be consistent/identical – i.e. opportunity to meet with the same people).
	After all interviews are concluded, search committee members should individually put candidates in rank order based on interview performance.
	Interview rank scores should be averaged (between all committee members) and committee members should agree upon who will be recommended as hireable.

PHASE 4: FINAL STEPS	
CHECK	TASKS
	(**) In consultation with hiring manager, search committee should collaborate and/or agree on questions that will be asked of references. SAMPLE REFERENCE QUESTIONS CAN BE FOUND AT: Sample Reference Questions
	Search chair and hiring manager should determine who will conduct reference checks and conduct them for the candidates recommended as hireable (notes should be taken for each reference).
	The search chair should request candidate demographic information from administrative assistant in the Office of Equity & Diversity so that the search report can be completed in its entirety.
	(*) Search chair compiles search report and submits to hiring manager for signature and processing. Search report must include candidate demographic breakdown and disposition list (with rationale) of candidates not recommended as hireable. SEARCH REPORT CAN BE FOUND AT: Search Report Template Form
	(*) Once search report is fully approved, respective VP must submit a “Request to Hire/Salary Analysis” form (along with selected candidate resume or application) to Human Resources. REQUEST TO HIRE FORM CAN BE FOUND AT: Request to Hire/Salary Analysis Form
	Once “Request to Hire” is approved, VP will authorize hiring manager or Dean to proceed with making tentative offer (which is contingent on successful background check) to candidate and collaboratively determine a potential start date.
	(*) Once tentative offer is accepted, background checks, proposed start date, and other personnel logistics should be coordinated with the Office of Human Resources. BACKGROUND CONSENT FORM CAN BE FOUND AT: Background Check Authorization Form
	(**) The search committee chair (or designee) should send an email or mailed correspondence to candidates who were not selected informing them of their non-selection. SAMPLE CORRESPONDENCES CAN BE FOUND: Sample Correspondences to Candidates
	The Office of Human Resources will advise the Office of Equity & Diversity related to the hired candidate, their pending start date, and annual salary.

OTHER NOTES

- Items marked with a (*) have a form template that can be used for information submission and approvals.
- Items marked with (**) have a resource guide or sample that can be referred to.
- The hyperlinks in the document are active for easy access to the documents that will be needed.