



EASTERN CONNECTICUT STATE UNIVERSITY
Office of Equity & Diversity

CLASSIFIED SEARCH PROCEDURES CHECKLIST

Used for Maintenance (NP-2), Clerical (NP-3), and Protective Services (NP-5) Searches

PHASE 1: INITIATING THE SEARCH PROCESS	
CHECK	TASK
☐	Dean/Director and divisional vice president determine a need to fill a position.
☐	(*) Dean/Director completes Position Action Request Form and submits to the Office of Human Resources. POSITION ACTION FORM CAN BE FOUND AT: Position Action Form
☐	In consultation with divisional vice president, Dean/Director identifies a search committee chair.
☐	In consultation with divisional vice president Dean/Director assembles a search committee of diverse (gender, racial, expertise, etc.) composition.
☐	Dean/Director works with Human Resources to determine the type of DAS job posting (i.e. BOR-agency only, CT/State employee only, or external) as well as any preferred knowledge, skills, and abilities to be noted in advertisement.
☐	(*) Dean/Director and search committee chair completes search plan form and includes/attaches necessary documentation (search committee list, PD/announcement, advertising locations, search timeline, copy of PAR, 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 HR Administrator for job posting to the Eastern and DAS websites.
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 link to search applications – from DAS JobApps
☐	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.

☐	Search committee will reconvene to share individual candidate scores and determine the average score for each candidate. Scores will be used to determine 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).
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).
☐	(*) 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 CHECK CONSENT FORM CAN BE FOUND AT: Background Check Authorization Form

☐	The Office of Human Resources will send out rejection letters through DAS JobAps once a candidate has accepted the offer.
☐	The Office of Human Resources will advise the Office of Equity & Diversity related to the hired candidate and their pending start date.

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.