

## CHECKLIST FOR SEARCH COMMITTEE CHAIR Staff Recruitment

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Vacancy # & Position Title

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Search Committee Chair Signature

- \_\_\_\_\_ **Charge Meeting** - This is the first formal meeting to launch the Search Committee's role in conducting the search. The Human Resources Analyst/Consultant, Hiring Manager, and all committee members must be present at this meeting. The Hiring Manager and committee will review the timeline and refine the Application Rating sheet provided by Human Resources. Human Resources will brief the committee on their obligation, the role of the EEO Designee and the critical steps in the recruitment process. The Hiring Manager will present the role and responsibilities of the position, key qualities of the finalists, the final number of forwarded candidates and if they should be ranked or unranked.
- \_\_\_\_\_ **Applicant Rating Sheet Review** – The search team must review the Application Rating Sheet provided by Human Resources.
- \_\_\_\_\_ **Rate Minimally Qualified Applicants** – The search team will individually rate each minimally qualified applicant using the team rating sheet. Consolidate the team rating sheets to one individual sheet per applicant. After applicants have been scored, one or more “natural breaks” should be readily identifiable. The “natural break” that is significant enough to clearly distinguish the best qualified applicants to move to the interview phase should be used.
- \_\_\_\_\_ **Forward Rating Sheets and Interview Questions to Human Resources** – Before moving into the interview phase, the Search Team Chair must forward signed Application Rating Sheets, a summary of all candidate scores with a clear indication of the candidates chosen to interview, and proposed interview questions (for each phase of interviews). If an external system is used, the notes must be included and the final matrix must be sent in an easy to read format. The break in scores must be clearly identified.
- \_\_\_\_\_ **Candidate Interviews** – Once Human Resources approves the Search Chair documentation, the committee may schedule the candidates for interview. All interviews must be conducted in the same manner (in-person, phone, Zoom, etc.) and the same core questions must be asked. All search team members must be present at all interviews. If the position is for CSUEU, all applicants identified as 9.3 candidates must receive an interview regardless of where they fall in the ranking.
- \_\_\_\_\_ **Candidate Interviews** – The candidates selected for interview must be updated in PeopleSoft on the Manage Recruitments page.
- \_\_\_\_\_ **Post Interviews** – After completing all interviews, the Search team is required to complete one post interview evaluation (strengths/weaknesses) summary for each candidate that is interviewed for each phase (telephone/Zoom, in-person, etc.). The Committee Chair will complete the Narrative Statement to summarize the entire recruitment process and forward to Human Resources and the Hiring Manager. After the Hiring Manager concludes their final interview and selects a final candidate, they will draft a statement that justifies the selection of the final candidate.
- \_\_\_\_\_ **Reference Checks** – The Hiring Manager, or designee must conduct a minimum of three professional reference checks. Human Resources must approve reference check questions.

***Please return completed form to your Human Resources Analyst***

# Fresno State Staff Sample Recruitment Timeline

Days indicated at each stage of the search process are an estimate in business days (exception in vacancy posting) and are subject to change due to unforeseen circumstances.



**Hiring Manager's Proposed Start Date:** \_\_\_\_\_

**Key:**  
Department  
Human Resources  
Department & HR