

## OVERVIEW AND CHECKLIST OF THE SEARCH PROCESS

The Overview and Checklist of the Search Process is a step-by-step guide for the searching and hiring of new PSU employees. Please use this Overview and Checklist to ensure all steps of the search process are completed. The Search Committee Guide and search-related documents may be found on the Institutional Equity website at <https://www.pittstate.edu/office/institutional-equity/unclassified-search-process.html>.

<p><b>STEP 1</b></p> <p>Begin the Search</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hiring department obtains permission to begin search from appropriate administrator (president, vice president, dean).</li> <li><input type="checkbox"/> Hiring department contacts Institutional Equity (IE) to inform that a search will take place.</li> <li><input type="checkbox"/> Hiring department revises position description if necessary.</li> <li><input type="checkbox"/> Hiring department determines job-related criteria and documents that applicants will submit.</li> <li><input type="checkbox"/> Hiring department forms search committee. The search committee acts as a 'screening committee' and not a 'selection committee'. The hiring administrator makes the final hiring decision.</li> <li><input type="checkbox"/> Hiring department/search committee creates advertisements (internal and external). IE must approve.</li> <li><input type="checkbox"/> Hiring department formally starts the search process through the Power Grid in the GUS system; creates a recruitment plan by completing and uploading the following documents to the Power Grid:             <ul style="list-style-type: none"> <li><input type="checkbox"/> List of Search Committee Members</li> <li><input type="checkbox"/> Position Description</li> <li><input type="checkbox"/> Advertisement Plan/Timeline (where ads will be placed, beginning and ending dates)</li> <li><input type="checkbox"/> Advertisements (internal and external)</li> </ul> </li> <li><input type="checkbox"/> Once search is approved by the President, hiring department places advertisements. IE will post on PSU jobs web site. Tenure-earning positions must be advertised for a minimum of 30 days; staff and non-tenure earning positions must be advertised for a minimum of 14 days.</li> <li><input type="checkbox"/> <u>Applications are received only through online submission.</u></li> <li><input type="checkbox"/> Invite IE to meet with search committee before applicant screening begins.</li> </ul>
<p><b>STEP 2</b></p> <p>Screen and Recommend for Interview</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create Briefcase in Zimbra to share search files with committee members (or you may use any method of sharing appropriate for the size of committee/search).</li> <li><input type="checkbox"/> Prepare committee evaluation forms and adapt them to the search. Sample forms are included in the <b>Search Committee Guide</b> and are available in Word format on the IE web site. Insert search position title on all forms. Evaluative forms include:             <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Initial Evaluation of Applications</b></li> <li><input type="checkbox"/> <b>Telephone Interview Evaluation Form</b></li> <li><input type="checkbox"/> <b>On-Campus Interview Evaluation Form</b> (this form is optional)</li> </ul> </li> <li><input type="checkbox"/> Prepare interview questions (phone, reference, in-person); must be approved by IE. Included in the Search Committee Guide is the <b>Guide for Formulating Interview Questions</b> and <b>Guidelines for Inquiries</b> which serve as examples of appropriate questions. Upload all interview questions to Power Grid.</li> <li><input type="checkbox"/> After first consideration date, screen applications based upon requirements in position description.</li> <li><input type="checkbox"/> Send to IE the <b>Screening Committee Initial Summary of All Candidates</b> spreadsheet.</li> <li><input type="checkbox"/> Recommend to hiring administrator top candidates for phone interviews.</li> </ul>
<p><b>STEP 3</b></p> <p>Interview and Recommend Top Candidates</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule and conduct phone interviews. All committee members should be present during phone interviews.</li> <li><input type="checkbox"/> Send to IE the <b>Screening Committee Summary of Telephone Interviews</b> spreadsheet.</li> <li><input type="checkbox"/> Schedule and conduct reference calls. Conduct reference calls before scheduling on-campus interviews. Two committee members should be on each reference call.</li> <li><input type="checkbox"/> Recommend to hiring administrator top candidates for in-person interviews.</li> <li><input type="checkbox"/> Schedule and conduct on-campus interviews. All committee members should be present.</li> <li><input type="checkbox"/> Have each candidate complete the <b>Disclosure and Authorization Form</b> while they are on campus. This allows IE to run the background check when a candidate is selected. There are federally required documents that must be given to New York and California candidates.</li> <li><input type="checkbox"/> Provide to the hiring administrator the top two or three candidates, unranked.</li> <li><input type="checkbox"/> Send to IE the <b>Screening Committee Summary of On-Campus Interviews</b> spreadsheet (optional).</li> </ul>
<p><b>STEP 4</b></p> <p>Close Out the Search</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> At the conclusion of the search, complete the <b>Unclassified Staff &amp; Faculty Search Record</b> form and upload it to the appoint module on the Power Grid.</li> <li><input type="checkbox"/> Send letters to unsuccessful candidates.</li> <li><input type="checkbox"/> The hiring department is required to keep <b>ALL</b> documentation on each search for a minimum of three years, after which time the records may be destroyed. If an international individual is hired and does not have permanent resident status, the documentation must be kept for a minimum of five years, after which time the records may be destroyed.</li> </ul>