

SEARCH COMMITTEE CHAIR CHECKLIST

Search Position Title: _____ PIN: _____

Department: _____ Committee Chair: _____

Chair's Phone #: _____ Committee Members: _____

Search Process Steps and Documents

Date Completed

_____ Provide copies of advertisements published outside of TAMU-C in file to HR

_____ Meet with Human Resources representative and all committee members

_____ Email *Interview Questions* to be approved by HR

_____ Email *Screening Tool* to be approved by HR

_____ Committee screens applicants and determines qualified/non-qualified

_____ Committee reviews & ranks qualified applicants

_____ Email *Applicant Ranking* form with candidates listed to HR

_____ Chair requests approval to conduct interviews by email to HR

_____ Complete notes from interviews for each candidate and place in candidate files for HR

_____ Provide documentation of reference checks for each candidate interviewed in files to HR

_____ Letters to unsuccessful candidates are sent and copies placed in files for HR

_____ **Narrative** (Summary of *each* interview applicant and the committee's recommendation)

_____ **Recommendation for Appointment** (attach vita/resume, university application, original transcripts and the narrative)

_____ **Personnel Action Form (PAF)**

Additionally the following must be forwarded to HR within 5 days after an offer has been accepted:

_____ All Qualified Applicants' files

_____ All Non-Qualified Applicants' files

Committee Chair Signature

Date Files Submitted to HR