




Search Committee Checklist

Thank you for your commitment to serve on the committee to ensure the right person is put in the position. This process is unique to Minnstate and is meant to provide a fair and equitable hiring process with unbiased judgments on candidates. Please use this checklist to ensure all steps are handled based upon the policy and procedure in place.

- Attend search committee training and meet your team**
 - Determine hiring authority's objectives (number of candidates to bring forth, interview goals)**
 - Assist with the development of interview questions**
 - Submit interview questions to HR/Affirmative Action (AA) for review and approval**
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- Members will be provided link to the applications from website to review online**
 - Review applications and screen for minimum qualifications (Note: this can be done as a group or HR can do this part for the committee)**
 - Return rating forms to Chairperson.**
 - Chairperson completes the Screening Summary Report in detail**
 - Chairperson submits all materials and Screening Summary Report to HR for review**
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- Review applications independently for preferred qualifications**
 - Rate applicants individually from the committee members. Reminder: each committee member will have their own rating form for each applicant.**
 - Committee meets to discuss completed forms and determines which candidates to interview.**
 - Search Chair enters information in to the Screening Summary Report provided by HR/AA (*Very detailed information to explain the rationale as well as strengths and weaknesses* of each candidate.**
 - All materials utilized to evaluate candidates are returned to HR/AA for review**
 - Upon review & approval* from HR/AA, interviews are scheduled**
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- Schedule interviews with applicants (schedule template available)**
 - Schedule with HR to coordinate benefit review & campus tour the day of interviews**
 - Complete interviews using only those approved interview questions**
 - Confer with committee on qualifications, strengths and weakness of all candidates**
 - Chair completes the Screening Summary Report**
 - Chair completes the recommendation for hiring form**
 - Chair will collect all interview material to submit to HR**
 - Hiring Authority interviews candidates**