ALL search committees are REQUIRED to follow this HIRING CHECKLIST. It is the responsibility of the search committee Chair to fully understand the screening and hiring processes.

**PHASE 1  (Preparation)**

- Vice-president or President confirms search committee and its designated chair. If changes to the committee are made during the process, those changes need to be approved by the appropriate Vice-President or President.
- Search committee chair develops Rating Form for screening resumes, based on job description requirements.
- **Committee members and Resume Rating Form must be submitted and approved by Human Resources before proceeding.**

**PHASE 2  (Screening)**

- Search committee screens applications and completes rating sheets. Upon completion of individual review of applications, committee will convene to discuss and select those to be interviewed.
- Search committee chair develops interview questions (and possible interview rating form - rating form should be based on the questions that will be asked).
- Search committee chair sets interviews for selected candidates.
- **The list of those to be interviewed along with the interview questions must be submitted and approved by Human Resources before proceeding.**

**PHASE 3  (Interview/Reference Checking)**

- Search committee conducts interviews, completes interview rating forms (if applicable), discusses candidates and makes selection.
- Committee chair conducts reference checks of selected candidate(s).
- Search committee chair contacts Human Resources Director or Assistant Director to determine appropriate salary for administrative/institutional support positions. Not applicable for Operational Staff positions.
- **Human Resources must review and approve the process and materials up to this point. Once approved, the position can be offered.**

**PHASE 4  (Completion and Follow-up)**

- Human Resources is contacted immediately following the acceptance of the position so that internal candidates not interviewed can be contacted and letters to all other unsuccessful candidates can be sent.
- Search committee chair calls all unsuccessful interview candidates and sends follow up letter, if desired.
- If the position is Administrative or Institutional Support, the Supervisor will send notification of selected candidate to the president’s office electronically on a “Topic for Action” form for Board approval.
- Search committee chair turns in **all documentation** of search, including reference checks and resume/interview rating sheets from **all committee members**.

Search Committee Chair Signature  

Date Check list completed & turned in to HR

Rev. 11-04
Screening and Hiring process summary:
Please use this as a supplement to the Hiring Checklist

The most important decision a manager or supervisor can make is selecting the right person for the job. The most costly decision (money, time, effort) is hiring the wrong person for the job. The Human Resources department wants to assist all of our supervisors by making the hiring process simple yet thorough. If followed correctly, supervisors not only protect themselves, but they protect the college as well.

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Once a position has been approved for advertisement, the ad will be placed.

- If you set a deadline for your position, you will NOT be able to have possession of those resumes until the deadline has passed.
- If you listed the position as “open until filled”, we will send you the resumes as they are received. You will need to tell us when you don’t want to receive any more resumes.
- If you listed the position as “screening will begin (date)”, then we will hold the resumes until that date. You will then received those applicants to date and you will also continue to receive resumes as they come in.

Once the resumes have been given to you:

- You will need to follow the steps outlined on the Hiring Checklist. You, as the committee chair, are responsible for the search process.
- **You will receive ALL of the resumes that applied for your position. The resumes were NOT screened in our office for the minimum requirements.** On your resume screening form, you must list those position requirements, as outlined on the job description and the Notice of Vacancy, and all the applicants that you decide to interview MUST have all of the requirements. In no circumstances should an individual be interviewed that does not meet all minimum requirements. The screening form will need to be approved prior to you giving it to the committee to use.
- A committee must consist of more than one person.
- It is a good idea to meet with your committee **prior** to giving them the resumes. This allows you to go over the rating form and explain specifics, i.e., what the minimum requirements are, how to use the rating form, what each numerical rating means, additional things to look for on a resume, etc. It also allows you to explain the importance of a committee decision, what the committee role is, the confidentiality of the search, and to explain the hiring process to your committee members.
- Once your committee members have all individually rated the resumes, you must get your committee together to review the ratings and decide as a group on whom to interview. Once you have decided on who to interview, as a group you can come up with interview questions and go over the format of the interviews. This would be a good opportunity to review those items that can and cannot be asked of an applicant during an interview.
- If your committee decides that the pool of applicants is not adequate, either they don’t meet the minimum requirements or they meet the requirements but are not strong candidates, the committee can decide to re-open the position. If this is decided, the committee chair (or the position supervisor) will talk with Human Resources on whether the requirements of the position need to be changed or if there are other locations in which to advertise. Either way, the position will be reposted for an adequate length of time to allow additional applicants.
References:

- References need to be called on all positions. Some committee chairs have done this before the interviews and some have done them afterwards. Either way, it is the committee chairs responsibility to conduct these. To be consistent, the references should be conducted by one person. The same core questions need to be asked of every reference for each applicant. Clarification questions can always be asked as needed. Make notes of each reference contacted.
- References do not have to be limited to those that the applicant listed. You may contact colleagues, past employers, etc. that were not given to you. Please be respectful of the applicants wishes regarding calling a current employer – if the applicant does not want their current employer contacted, please do not contact them. The applicants can be asked their preference during the interview.

During the interview process:

- Relay the importance of what the committee role is in the selection process. Only those committee members who attended ALL of the interviews should be allowed to make the final decision on who to hire. As such, try to get committee members who will be able to attend all interviews.
- Make sure those items that can not be asked during an interview are not asked. If a committee member does ask an inappropriate question, it is your responsibility to interrupt and tell the applicant that they do not have to answer that question.
- Provide the interview candidates with information on Butler's mission, vision, values, etc. Some examples of materials are Butler Facts brochures or Voices with Vision publication.

After the interviews are conducted:

- Your committee needs to meet in person to decide on the best person for the position. Reconfirm the committee role that was discussed in the first committee meeting. The committee should then agree on their first choice, second choice, etc.
- Any tally sheets, notes, etc. used in the decision making should be turned in with your other rating forms. ALL materials used by other committee members (rating forms and any notes) should be collected by the Chair to turn in to HR.
- It is the committee chair (or supervisor, if not the committee chair) responsibility to determine an appropriate salary with Human Resources. An offer should not be made prior to this step. Once a salary has been approved, the position can be officially offered.
- Following an offer and acceptance, the committee chair is responsible for calling those that came in to interview and letting them know they were not selected. Human Resources will send letters to everyone else.
- You must complete the Hiring Checklist and sign it and return it to Human Resources along with ALL materials from the search.

It is the responsibility of the committee chair to ask questions if unclear of the next step or if problems arise. Please use this document as a summary of the process, as each specific step is outlined on the Hiring Checklist.