


SEARCH PROCESS CHECKLIST

These are the essential events in the search process for Unclassified employees (Faculty, MnSCU Administrator, MSUAASF).
 The Office of Equity & Affirmative Action (OEAA) monitors and assists in the search process.
 Refer to appropriate search guidelines at <http://www.stcloudstate.edu/employee-procedures/> for detailed procedures.

	Description of Step
I. Position Authorization	
	1) Complete appropriate Request to Hire form and acquire signatures according to search guidelines. Once approved, unit is notified and OEAA provides search packet to hiring unit office for search committee chair.
II. Search Committee Assembly	
	2) Establish search committee membership as per appropriate hiring unit and bargaining unit and search guidelines.
	3) Verify that AA requirement is met for search committee - ethnic and gender diversity from underutilized class within department/unit.
III. Recruitment Plan / Notice of Vacancy / Advertising	
	3) Prepare Affirmative Action Recruitment Plan including search committee membership, advertising/recruitment plan, timeline, etc. Submit to supervising authorities for signatures as indicated on the form.
	4) Notice of Vacancy (NOV) developed listing position responsibilities and qualifications based on department criteria for faculty positions and HR approved position descriptions for administrative positions.
	5) Forward the Recruitment Plan to Supervising Authorities for signatures and then on to OEAA with NOV for approval. Once approved, OEAA posts ads and NOV on usual AA websites. Department posts on organizational websites and listservs and mails NOV out to other colleges/departments.
IV. Search Committee Tasks and Ground Rules	
	6) Chair arranges meeting for Search committee to meet with Equity & Affirmative Action Officer.
	7) Search committee then meets to establish ground rules, decides on committee decision-making and standards.
	8) Committee develops applicant screening criteria form, interview questions, telephone reference check questions, evaluation forms and submits to OEAA for approval.
V. Application Review	
	9) Acknowledge all applications and send out Supplemental Personnel Data link provided by OEAA.
	10) Screen applications and through committee consensus develop "A" list and "B" list of Best Qualified and Well Qualified candidates.
	11) Complete Applicant Flow Analysis (AFA) listing all applicants and committee's assessment (non-select codes).
	12) Draft Memo of Strengths and Weaknesses for finalists. Forward Memo and AFA to OEAA and supervising authority (dean or VP) simultaneously for approval.
	13) Notify unsuccessful candidates (those with incomplete files or those non-qualified).
VI. Interviews	
	14) Schedule interviews and make arrangements to bring candidates to campus or to do phone interviews, if applicable. Refer to appropriate Guidelines for Use of Reimbursement Funds for candidate travel expense reimbursement.
	15) Following interviews, committee meets to compile notes and discuss results of interviews and then forwards memo of strengths and weaknesses of finalists to Supervising Authority (dean or VP) and also to OEAA.
VII. Salary Calculation/Offer	
	16) Final candidate selected by Supervising Authority and salary calculation (follow guidelines) and offer made to finalist by phone.
	17) Upon verbal acceptance of offer, Unclassified Employment Request form is prepared and signatures of approval acquired.
	18) Approved form is submitted to HR along with required items listed at top of the form.
VIII. Hire / Payroll Deadlines / Search Close	
	19) HR forwards Unclassified Employment Request to OEAA and Provost or Vice-President for signatures.
	20) HR processes contract for new hire, mails out for employee signature and sets up on payroll.
	21) Search chair notifies remaining unsuccessful candidate. Search files maintained in department for 3 years, then destroyed. OEAA closes search file and maintains indefinitely.