

WESTFIELD STATE UNIVERSITY - SEARCH COMMITTEE CHECKLIST

Search Preparation/Initial Meeting

- ☐ Search chair confirms committee charge with hiring manager (i.e. presented with one finalist or top 2-3 finalists?)
- ☐ Search chair for **faculty** searches contacts Susan Davignon to obtain Academic Affairs search guidelines
- ☐ Search chair contacts Jean Beal in HR & provides search committee names & advises whether any need search committee training (required every 2 years)
- ☐ Search chair begins the **required** [Narrative Search Summary](#) and keeps it updated through the search
- ☐ Search chair appoints a member to document meetings and keep a record of decisions made
- ☐ Establish meeting schedule for the committee and possible interview dates in the future & review attendance expectations
- ☐ **Ctte: review/sign [Confidentiality & Conflict of Interest agreement](#); complete [Disclosure form](#) if candidate known to you**
- ☐ Reminder: Notes and Interview Rating forms are the property of the University

Applicant Review (Search Chair/Committee)

- ☐ As a committee, review the job duties & determine the criteria for essential qualities/skills/experience levels & determine a [screening matrix](#) to track the applicant pool if there are many applicants
- ☐ Develop interview questions based on job description duties and responsibilities/qualifications
- ☐ **Submit interview questions for approval to Jean Beal in HR**
- ☐ Select candidates for interview - include all University employees/alumni that meet the minimum qualifications
- ☐ Search chair sorts the applicant pool to YES, NO or MAYBE folders in Interview Exchange (IE)-[see instructions](#)
- ☐ **Search chair informs Jean Beal in HR that all applicants have been moved to the Yes/No/Maybe folders and is ready to schedule interviews**
- ☐ Search chair sends regret emails through IE to non-qualified external applicants and personally contacts internal applicants

Minimizing Cognitive Bias – [Review Guidelines](#) (Search Chair/Committee)

- ☐ Have a consensus about understanding the criteria used to evaluate candidates
- ☐ Be consistent throughout the process; same matrix, same questions, same forms
- ☐ Make a conscious effort to consider alternative hypotheses about applicant (employment gaps, address)
- ☐ Take detailed notes during the interview to avoid contrast bias
- ☐ Review ALL information during final deliberation
- ☐ Take the time to discuss and document the reasons for choosing or not choosing a particular applicant

Pre-Interview Arrangements (Search Chair/Committee)

- ☐ Determine interview length, allotting time for deliberation. First round interviews for 6-10 applicants can be done via Zoom.
- ☐ Reserve a location for on-campus interviews
- ☐ Provide interviewees the Employee [Benefits Overview](#) & [Benefits & Wellness Flyer](#) prior to interview
- ☐ Divide interview questions among search committee members
- ☐ Arrange for demonstration or skills test materials/equipment, if appropriate
- ☐ Prepare materials for committee: pens, rating forms, résumé and position description
- ☐ Designate a committee member(s) to greet the candidate

Interviews/Deliberation (Search Chair/Committee)

- ☐ Conduct the interviews, allowing time for discussion following each meeting
- ☐ Insert date of 1st and 2nd round interviews at the bottom of candidate's page in Interview Exchange
- ☐ Use appropriate Interview Rating Form. [AFSCME form required](#). [Professional/Faculty Interview Rating form](#) optional, but useful (committee may develop their own)
- ☐ Check 3 references and fill out **required** [Reference Check form](#) for finalist(s) - you may create your own questions

Concluding Steps (Search Chair)

- ☐ Finish Narrative Search Summary & provide to the hiring manager and Tracy Daborowski in HR with committee's recommendation for finalist(s). Tracy must give approval **before an offer is made for the position**. (For faculty searches, provide Search Summary to the Dept. Chair who submits their & the committee's recommendation to the Provost, copying the Associate Provost & College Dean)
- ☐ Notify non-interviewed candidates if not already done and personally contact internal candidates & give feedback
- ☐ Once finalist accepts position, contact the other interviewed candidates to convey regrets (AFSCME: regrets in writing, within 30 days of hire date; APA: within 10 days of candidate's acceptance of position)
- ☐ Email all search materials (metrics, rating forms, notes, confidentiality agreements, disclosures, reference check form, to Jean Beal in HR. Shred docs printed from IE but not written on. Appointment will NOT be finalized until search materials have been received and all applicants notified.

Search Committee forms are located on the Human Resources webpage under [Forms and Resources](#)

For assistance with any stage of the hiring process, contact Tracy Daborowski (ext. 8809) or Jean Beal (ext. 8730) in HR.