GUIDELINES FOR MANAGING THE HIRING AND SELECTION PROCESS

JOB ID: _____   **POSITION TITLE:** _____

SEARCH COMMITTEE CHECKLIST

This information is provided guidance to Chairperson(s) and search committees on campus searches. Please refer to the CUNY Search Committee Guide at
http://www.cuny.edu/about/administration/offices/ohrm/diversity/Recruitment/CUNYSearchCommitteeGuide1.2_04072014.pdf, and the College's Office of Affirmative Action, Compliance and Diversity (OAACD) webpage, under the section named CAMPUS SEARCHES at http://www.bcc.cuny.edu/Affirmative-Action/?p=AA-Campus-Searches, for *detailed* instructions about how to navigate the search process.

☑	STEP	DESCRIPTION
☐	1	The search is officially approved and you receive a notification from the Office of Affirmative Action, Compliance and Diversity on the following: - Your Affirmative Action certification training status - Your links/access to search documents - Your search commencement notification (general charge) that the search is open
☐	2	The applicant pool is reviewed by the search committee to ensure that recruitment is broad and inclusive based on the credential review. The Chief Diversity Officer will certify that the search is in compliance, and that the Applicant pool is broad and inclusive via approval of the Applicant Pool Certification Form. If the applicant pool does not reflect the availability data, an expanded search may continue.
☐	3	Search committee begins selection process. Applicants are selected for campus visit, held or not selected. The Applicant Pool Certification Form must be approved by the Chief Diversity Officer, before any candidate is invited for an initial interview.
☐	4	Communication begins with applicants selected for campus visit. Accommodations with travel, scheduling, etc. must be conferred with the Chief Diversity Officer who will consult the hiring manager/department that is hosting the campus recruitment.
☐	5	Candidates make campus visits and first scheduled interviews are held.
☐	6*	Candidates participate in an alternate evaluation process (highly optional by the search committee).
☐	7	Search Committee recommends the final candidate(s) for review by the hiring manager/Vice President of the Division (if applicable).
☐	8	Search Committee complies search records for submission to the Chief Diversity Officer.
☐	9	The hiring manager (along with the Vice President, if applicable) approves the chosen candidate selection(s).
☐	10	Chief Diversity Officer reviews and approves the candidate selection(s).
☐	11*	The Search Committee Chairperson will perform/check candidate references and send rejection letters to candidates not selected during the interview process.
☐	12*	A notification is sent by the Chief Diversity Officer to begin salary negotiations and a start date with the chosen candidate, hiring manager and the Office of Human Resources. A salary offer is made. Multiple offers may be made until a salary offer is accepted.
☐	13*	The Chief Diversity Officer closes the recruitment, ascertains hiring data forms and finalizes the faculty data form.

* Steps may not occur simultaneously.

NOTE: This document is used to assist the search committee member/Chairperson with the directed steps of the hiring and selection process. Please submit a completed checklist along with the search records to demonstrate that you have followed the process accurately depicted.