

# *Search Process*



## Agenda

- Search Roles & Responsibilities
- Search Process
- Tools and Resources
- Final Reminders



### **Hiring Official**

- Prepares the position description
- Prepares advertisements and determines placement
- Selects and invites search committee members
- Makes final hiring decisions
- Makes offer
- Conducts negotiations



### **Search Committee Chair**

- Conducts meetings of the search committee
- Ensures participation from all members
- Guards against bias in the search process
- Creates an environment for free and frank discussion and ensure participation of all search members
- Coordinates with the business center on applicant logs and search files
- Coordinates with the assistant to the dean on scheduling meetings and interviews
- Communicates on the status of the search and hiring recommendations to the hiring official
- Communicates search status to those interviewed but not selected for hire



### **Search Committee Members**

- Complete search committee training (if notified)
- Promote the position to recruit great candidates
- Attends all meetings and interviews
- Fairly and accurately reviews all candidates
- Participates in all discussions
- Provides input on interviews and presentation prompts where appropriate
- Provides a hiring recommendation



### **Business Center**

- Works with the hiring official to post the position in university systems and externally
- Facilitates the submission of applicant logs
- Updates university systems with search status
- Collects and maintains all search records according to the records retention policy
- Prepares letters of offer
- Coordinates the completion of new hire and payroll paperwork
- Responds to general inquiries related to the search
- Communicates the search status to those not selected for interview



### **Assistant to the Dean**

- Works with the search committee chair to schedule search committee meetings, preliminary and on-campus interviews
- Coordinates candidate travel and reimbursements
- Builds, updates and maintains all candidate schedules
- Communicates meeting and interview details with the hiring official, search committee members, faculty, staff and others as appropriate
- Collects all candidate feedback and communicates with the search committee chair and hiring official



This process commences after hiring authorization is received.

- 1. Posting & Promoting the Job**
- 2. Launching the Search Committee**
- 3. Candidate Reviews & Interviews**
- 4. References & Recommendation**
- 5. Offer and Negotiation**
- 6. Closing the Search**





# Posting the Job

- **Developing the Position Description** (hiring official)
  - Position Description drafted is provided to the business center for approval routing
- **Develop advertisement** (hiring official) and **determine placement** (hiring official)
  - Ad and placement instructions are provided to business center for approval routing
- **Post advertisements** (business center)
  - Business Center will post advertisements once advertisement is approved



# Launching the Search Committee

Search Process

- **Establish search committee** (hiring official)
  - Hiring official will communicate names of search committee members to the business center.
- **Search Committee Certification** (business center)
  - The business center will coordinate the search committee certification and notify the assistant to the dean when certification is received.
- **Charge meeting Scheduling**(assistant to the dean)
  - Will schedule the charge meeting with the hiring official, operations director, business center, search chair and search members, to review the process and discuss the position.





# Charge Meeting

- **Review of the Process** (Business Manager)
  - The business manager will review the search process to facilitate a better understanding of how the search will be conducted
- **Review of the Position** (hiring official)
  - The hiring official will review the position with committee members and answer questions
- **Scheduling of meetings and interviews** (asst to the dean and committee members)
  - The assistant to the dean and the committee members will schedule future committee meetings and preliminary and final interview times during the charge meeting.



# Candidate Reviews and Interviews

## Search Process

- **Initial Review and preparation of applicant log** (search committee)
  - The search committee will review all candidates for minimum and preferred qualifications and prepare one applicant log
- **Approval to Interview** (business center)
  - The search chair will send the applicant log to the business center who will coordinate approval. The business center will notify the search chair and assistant to the dean when interviews are approved.
- **Scheduling Preliminary Interviews** (assistant to the dean)
  - The search committee chair will confer with the assistant to the dean and then notify the candidates they have been selected for interview. The assistant to the dean will schedule preliminary interviews with candidates during the previously identified times whenever possible.
- **Preliminary Interviews** (search committee)
  - Search committee will conduct prelim interviews. All candidates must be asked the same base set of questions.

# Candidate Reviews and Interviews Cont.

- **Candidate Review** (search committee)
  - The search committee will discuss the preliminary interviews, determine who to invite for on-campus interviews and complete the applicant log. The committee will also develop presentation prompts as appropriate. Final Interview questions, input on interview schedule .
- **Approval to interview** (business center)
  - The search chair will send the applicant log to the business center who will coordinate approval. The business center will notify the search chair and assistant to the dean when interviews are approved.
- **Scheduling of Interviews** (assistant to the dean)
  - The search committee chair will confer with the assistant to the dean and then notify the candidates they have been selected for interview. The assistant to the dean will schedule on-campus interviews, coordinate travel and communicate the schedule, letters and cvs/resumes with participants via email and calendar invitation. She will also prepare an online feedback form and schedule feedback reminder emails for interview days.
- **On-Campus Interviews** (search committee)



## Reference Checks and Recommendation

- **Feedback** (assistant to the dean)
  - The assistant to the dean will collect interview feedback and provide it to the search committee chair and the hiring official.
- **Final Review and reference checks** (search committee)
  - The search committee will review all feedback and make a final hiring recommendation. Committees are encouraged to identify all candidates to which they would make an offer and present their recommendation in priority order. The search committee should conduct reference checks on all candidates to which they would make an offer.
- **Recommendation** (search chair)
  - The search chair should submit the committee's recommendation to the hiring official.



## Offers and Negotiation

- **Verbal Offer** (hiring official)
  - The hiring official will make a verbal offer to the candidate within the established parameters of the search. If the candidate accepts, they will communicate the terms to the business center.
- **Formal Offer** (business center)
  - The business center will prepare the formal letter of offer (and background check if appropriate) and route for signature by the designated authorities and the candidate.
- **Notification to candidates not selected** (search chair and business center)
  - The search chair will notify those candidates who were interviewed but not recommended for hire. The business center will notify those not selected for interview.
- **Hiring Paperwork** (business center)
  - The business center will coordinate the completion of new hire paperwork with the candidate.



## Closing the Search

- **Search Questions & Files** (business center)
  - The business center will send the search closing questions and a request for all files related to the search to the search committee chair
- **Question Responses and files** (search chair)
  - The search chair will respond to each of the questions and return the responses back to the business center. The search committee chair will also collect all files related to the search from search committee members and forward the files to the business center.
- **Closing the Record** (business center)
  - The business center will enter the responses into the search record and close the active search. The business center will also file all records related to the search according to the UNL records retention policy.





**Sample Job Descriptions**  
**Sample Advertisements**  
**Ad Placement Guide**  
**College/University/Lincoln talking points**  
**Committee Meeting Agendas**  
**Interview Questions Bank**  
**Presentation Prompt Bank**  
**Reference Check Templates**  
**Sample notifications of non-hire**





- **Everyone participating in the search must have completed Search Training within the past two years!**
- **Remember, we are recruiting them too!**
  - Act without bias
  - Move quickly
  - Be responsive
  - Put our best foot forward
- **Update your Outlook Calendar!**

# Questions?

**Please feel free to contact me via email, phone or text message.**

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