

APPENDIX A: A Successful Search Checklist

Before the first meeting:

#	TASK	RESPONSIBLE PARTY	COMPLETION
1	Review "A Guide to Successful Searches".	Hiring Authority	
2	Write draft position description.	Hiring Authority	
3	Appoint search chair.	Hiring Authority	
4	Appoint search committee and provide link to "A Guide to Successful Searches" to be read before first meeting.	Hiring Authority and Search Chair	
5	Describe committee expectations and expected outcomes.	Hiring Authority	
6	Arrange for Search Committee orientation.	Search Chair	

Search Committee decision and actions before posting:

#	TASK	RESPONSIBLE PARTY	COMPLETION
1	Agree on decision-making approach.	Search Committee	
2	Review confidentiality guidelines.	Search Chair	
3	Decide on committee spokesperson.	Search Committee	
4	Develop search process timeline including targets for advertising, initial screening, phone interviews and campus visits.	Search Committee	
5	Solicit feedback on desired minimum and preferred qualifications from constituent groups and the University community.	Search Committee	
6	Using draft position description, develop minimum and preferred candidate qualifications.	Search Committee	
7	Develop operational definitions and evaluation strategies for all qualifications.	Search Committee	
8	Review/suggest enhancements to position description.	Search Committee	
9	Decide on application materials required.	Search Committee	
10	Write position announcement.	Search Committee	
11	Secure position description and position announcement approval from hiring authority.	Search Chair	
12	Approve position description and announcement.	Hiring Authority	
13	Develop draft recruitment plan.	Search Committee	
14	Certify recruitment plan.	Hiring Authority	
15	Develop recruitment plan budget to include advertising, conference attendance, candidate travel, and campus visit cost.	Search Chair with Hiring Authority	
16	Request nominations from the University community, especially those from under represented background and individuals well positioned to suggest viable candidates.	Search Chair with Hiring Authority	
17	Write and place advertisements.	Human Resources at Search Chair's direction	
18	Develop screening evaluation matrix, phone and campus interview questions and reference check questions.	Search Committee	

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19	Secure Hiring Authority approval of proposed screening process.	Search Chair	
20	Approve/modify screening process.	Hiring Authority	
21	Invite nominees to apply.	Search Chair	
22	Post job opening on Talent, online applicant tracking system.	Human Resources at Search Chair's direction	

Committee review of applicants:

#	TASK	RESPONSIBLE PARTY	COMPLETION
1	Acknowledge receipt of application materials and describe anticipated timeline for search process.	Search Chair	
2	Provide hiring authority with report on applicant pool diversity. Please contact Kevin Adams, Specialist Compliance kevinadams@arizona.edu with the Recruitment team.	Search Chair (data provided by Human Resources)	
3	Provide status report to affected department and the University community as appropriate.	Search Chair	
4	Notify applicants (if search is to be extended or if applicant has been excluded from further consideration).	Search Chair	
5	Develop and implement plan to deepen applicant pool (if search is to be extended).	Search Committee	
6	Review application materials and document screening process.	Search Committee	
7	Identify top candidates.	Search Committee	
8	Approve initial finalist list or direct search committee to increase efforts to create a diverse finalist list.	Hiring Authority	
9	Return to step 38 (if finalist list is rejected).	Search Committee	
10	Conduct interviews and document responses.	Search Committee	
11	Develop finalist list.	Search Committee	
12	"Certify" finalist list or direct search committee to extend search. Return to step 38 (if finalist list is rejected).	Hiring Authority	
13	Notify finalists of plans to conduct reference checks.	Search Chair	
14	Conduct reference checks.	Search Committee	
15	Notify applicants who are no longer under consideration. (If search is extended, return to step 42).	Search Chair	

Arranging campus visits for finalist:

#	TASK	RESPONSIBLE PARTY	COMPLETION
1	Design campus visit itinerary to include visits with potential colleagues, community groups, etc. Include meetings that candidate may request.	Search Committee	
2	Secure Hiring Authority approval of campus visit itinerary.	Search Chair	
3	Invite finalists to visit campus.	Search Chair	

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4	Arrange travel and lodging arrangements. Ask: "Will you require any special accommodations?" and "To help us in meal planning, do we need to be aware of any food preferences or restrictions?" and "Are there groups or individuals with whom you'd like to meet during your visit?"	Search Chair	
5	Invite community members and potential colleagues to meet with	Search Chair	
6	Appoint individual(s) to greet candidate at airport and return him/her to airport after visit.	Search Chair	
7	Announce campus visits to the University community.	Search Chair	
8	Schedule search committee members or others to accompany candidates during the campus visit.	Search Chair	
9	Forward campus visit itinerary to candidates. Include information on the Tucson community, the University, the hiring college/division and department, information on the value of UA employment, dual career resources, and the University's diversity plan.	Search Chair	
10	Contact candidate in advance of visit to answer questions, allay concerns and express excitement about impending visit.	Search Chair or designee	
11	Conduct campus visits.	Search Committee	
12	Have candidate meet with the Hiring Authority.	Hiring Authority	

Determining finalist:

#	TASK	RESPONSIBLE PARTY	COMPLETION
1	Evaluate candidates using pre-determined evaluation matrix and write recommendations for Hiring Authority.	Search Committee	
2	Share recommendations/analysis with Hiring Authority.	Search Committee	
3	Select candidate or direct Search Committee to close search or invite additional candidates.	Hiring Authority	
4	Provide status report to affected department, University and Tucson community (if search is terminated or extended).	Search Chair	
5	Design offer, which may include start-up package, effort requirements, travel funds, and employment for partner. Ensure that proposed offer maintains departmental/college/division salary equity.	Hiring Authority	
6	Make an offer by phone and invite selected finalist (and family) to visit Tucson. Arrange for meeting with ComPsych Relocation Service for community orientation and housing search (no charge to University or department for this service). Consider scheduling meeting with Human Resources to discuss benefit options or the Provost's Office to discuss dual career services as needed. Schedule meetings with individuals as requested by finalist.	Hiring Authority and Search Chair	