

P/S Search Selection Checklist Levels 5 and Below

Search Participant Roles	
Administrative Supervisor of the open position; serves as either the Search Chair or Interviewer for the search (see other roles below)	
Search Chair: the Administrative Supervisor or, at the discretion of the department/unit, a designee (another supervisor or HR staff)	
Search Admin: the HR Unit Rep for the hiring unit manages the recruitment process and assures compliance; the Sr. HR Leader may delegate a designee (Sr. HR Leader, another HR Unit Rep, other HR staff, or Search Consultant) with training and expertise in recruitment	
Search Assistant(s): may be designated by the Search Admin to function as back-up or operational support	
Content Expert: may be utilized when subject-matter expertise in the job function/family is needed to effectively assess qualifications	
Search Consultant: designated Org/Division representative with expertise in search processes	
Sr. HR Leader: College/Division final level authorization/reviewer for HR actions	
Interviewer: individual who supervises or has job content knowledge, is a team member, diversity advocate or other relationship who is designated to participate in interviews and provide evaluative feedback during the interview process.	
Planning for the Search and Preparing the Requisition/Recruitment Plan (REQ)	Responsible Parties
Review search process, compliance requirements, implicit bias, conflict of interest, etc.	Responsible: Search Chair, Search Admin Optional: Content Expert
Conduct training sessions on the search and selection process for search participants.	Responsible: Search Consultant, Search Admin Optional:
Develop position criteria, job description, and external advertisements, consulting as needed with appropriate department personnel.	Responsible: Search Chair, Search Admin Optional: Search Consultant, Content Expert
Determine advertising venues based on requirements for the pay level, affirmative action outreach requirements for any underrepresented groups, and the labor market.	Responsible: Search Chair, Search Admin Optional: Search Consultant, Content Expert
Prepare the Requisition.	Responsible: Search Chair; Search Admin Optional: Search Asst
Review Requisition for accuracy and completeness.	Responsible: Search Chair; Search Admin Optional: Search Asst
Review requisition and provide college/division approval.	Responsible: Senior HR Leader Optional:

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Planning for the Search and Preparing the Requisition/Recruitment Plan (REQ) (cont).	Responsible Parties
After approval by EOD, proceed with posting external advertisements.	Responsible: Search Admin Optional: Search Asst
Develop an evaluation form to screen applicants based upon advertised position basic and desired qualifications.	Responsible: Search Chair, Search Admin Optional: Content Expert
Develop interview questions and campus itinerary framework.	Responsible: Search Chair, Search Admin Optional: Content Expert
Identify Interviewers for the search. Maintain list of interviewers either in Jobs@UIOWA or in the search file maintained by the unit.	Responsible: Search Chair, Search Admin Optional: Content Expert
Screening Applicants and Preparing the Pre-Interview Report (PIR)	
<i>Best Practice:</i> As applications are received, notify applicants about the recruitment process.	Responsible: Search Admin Optional: Search Assistant
Review applications based on advertised qualifications. If needed, conduct phone interviews to clarify applicant qualifications and/or to identify applicants recommended for on-campus interviews.	Responsible: Search Chair; Search Admin Optional: Content Expert
Prepare the PIR to document and provide rationale that supports applicant ratings based on advertised qualifications. PIR is required for final interviews only.	Responsible: Search Chair; Search Admin Optional: Search Asst
Review PIR and, if approved, provide department approval.	Responsible: Sr. HR Leader Optional:

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Selecting the Recommended Candidate and Preparing the Search & Selection Summary (S&S)	Responsible Parties
After the PIR is approved by EOD, schedule campus interviews, candidate forums/presentations, etc.	Responsible: Search Chair; Search Admin Optional: Search Asst
<i>Best Practice:</i> At this time, you may want to communicate with applicants who do not meet the minimum qualifications.	Responsible: Search Admin Optional: Search Asst
Conduct interviews.	Responsible: Search Chair, Search Admin Optional: Content Expert, Interviewers
Collect feedback from all interviewers.	Responsible: Search Chair; Search Admin Optional:
Meet to discuss feedback from the interviewers.	Responsible: Search Chair, Search Admin Optional:
Conduct reference checks, including a reference from a current supervisor/employer. <i>Best Practice:</i> Use Skill Survey for reference checking.	Responsible: Search Admin Optional: Search Consultant
Prepare the S&S Summary, justification, and offer letter. The S&S Summary provides the rationale for selecting the recommended candidate over the other interviewed candidates.	Responsible: Search Chair, Search Admin Optional: Sr. HR Leader
Review S&S Summary, provide college/division approval.	Responsible: Sr. HR Leader Optional:
Making the Hire	Responsible Parties
After EOD approval of the S&S Summary, extend the employment offer.	Responsible: Search Chair, Search Admin Optional:
If the offer is accepted, begin Onboarding and prepare and submit an Appointment or Transfer form with an effective date on or after the approval date of the S&S Summary.	Responsible: Search Admin, HR Unit Rep Optional:
Notify other finalists that the position has been filled.	Responsible: Search Admin Optional: Search Asst