



Search Chair Name: \_\_\_\_\_ Position Being Searched: \_\_\_\_\_ Date: \_\_\_\_\_

### *General Search Process and Timeline – Search Chair*

#### **Pre-Posting:**

- Need to fill a position? Review the position description (PD) and make any updates.
- Send updated PD for exemption to HR. This process can take up to a week. See details here: <https://www.mines.edu/human-resources/evaluation-compensation/exemption-request/>
- Is this an internal or external search?
  - HR will post opening to jobs.mines.edu, Higher Ed Jobs, and the Chronicle of Higher Education.
  - Would you like it posted on any external websites?
- Supervisor contacts potential search committee members to ask if they are willing to participate. Need a chair and 2 others on the committee.
- Once a diverse committee is defined, ask HR to add them as Search Chair/Members in PageUp.
- Search Committee Training – HR will inform you if any committee members need training or a refresher.
  - Anyone who hasn't participated in the last 2 years needs to attend training.
- Schedule initial committee meeting to discuss and establish timeline and grading criteria.
  - Establish 3-5 objective grading criteria from the published position description. HR will need to approve these criteria.
  - Tell HR when this is complete and the criteria will be added to PageUp.

#### **Searching:**

- OPTIONAL** pass/fail evaluation
  - If a pool is large, committees may do a pass/fail step with 1-2 absolute base criteria. A minimum of two committee members must do the review and concur on the results.
- Each member scores candidates **individually** in PageUp.
  - Please inform HR when scoring is completed.
- HR will run the scoring and ranking report and provide it to the search chair.
- Update candidate statuses as soon as decision are made.
- Decide from report and committee discussion whom to phone/Zoom interview or go directly to campus interviews (depending on how many applicants).

#### **Interviews:**

- Contact HR to set up interview time slots for candidates via PageUp
  - Recommend at least a 3-day notice for applicants. 1 week notice preferred.
- Note: HR is not involved in setting up interview itineraries, location details, etc.
- Note: HR has a bank of interview questions and a feedback template.
- Request Welcome Packets from HR for on-campus interviews (optional)
- Hold follow up meeting to discuss final candidates/provide recommendation to Hiring Manager/Supervisor.
  - Send notes and committee summary to HR for search documentation
- Inform finalists you plan to complete reference checks.**
  - Can be delegated between the Supervisor and Committee Chair
  - Contact HR if you would like to request a reference letter via PageUp.

## Administrative / Research Faculty Job Description and Exemption Request Form

### Offer:

- Pre-Offer Salary Request
  - DO NOT MAKE A VERBAL OFFER YET!**
  - Inform HR on whom you would like to hire. HR will initiate the pre-offer salary request process in PageUp.
  - HR will complete a salary analysis (may take up to an average of 3 business days) and the offer has to have complete approval in PageUp prior to any verbal offer being extended.
- Verbal Offer
  - Once the pre-offer salary request is approved in PageUp, the verbal offer may be extended.
  - Upon acceptance of the verbal offer, inform HR this is complete and the formal offer letter will be sent.
  - NOTE: Academic Affairs approves, prepares, and sends the offer letters for ALL administrative and academic faculty in departments that report to AA.**
- Formal Offer Letter sent via HR or AA

### Wrap-Up:

- To wrap up and close the search, HR needs:
  - Complete documentation: describing who doesn't move forward and why as well as who did move forward.
    - Position Description
    - Pass/fail (committee summary)
    - Final Scoring Report (committee summary)
    - Interview notes (committee summary)
    - Interview itinerary
    - Recommendation memos
  - Ensure all applicants are notified and in final statuses

***All steps must be completed in order to meet record keeping requirements.***