

### **Chair of Screening Committee – Administrative Position**

1. Meet with Hiring Administrator on position skills needed and committee member selection.
2. Set up initial meeting with screening committee – hiring administrator meets at the beginning with the committee on the “vision” for the person needed.
3. Screening Committee reviews HR criteria and materials on diversity and the selection process.
4. Screening Committee develops selection grid criteria and picks interview questions.
5. Grid and Interview questions are submitted to HR for approval, copy to hiring administrator.
6. If applicable, Hiring Administrator develops essay questions for interview process.
7. Copies of applications/resumes are made available for committee review.
8. Committee reviews candidates and submits completed grid to committee chair.
9. Committee chair compiles grids.
10. Committee is reconvened to review grids and select candidates for interviews – if this was a national search, initial round of interviews is done by telephone for all candidates.
11. Committee chair submits names of candidates selected for telephone interview to HR and hiring administrator.
12. Committee chair contacts candidates and schedules telephone interviews.
13. Committee chair prepares Interview Question score sheets for telephone interviews.
14. Committee chair schedules room and times for phone interviews, develops interview schedule with candidate name, interview time, phone number and email address.
15. Committee reviews results of telephone interviews and recommends to hiring administrator a list of persons for in-person interviews; list is submitted to HR for approval.
16. Interview schedule is set-up with committee and hiring administrator plus other appropriate interviewers; i.e. VP 's, provosts, or other needed committees; facilities are reserved for committee interviews, possible candidate forums and any needed equipment is reserved.
17. Committee chair contacts interview candidates and prepares an information packet including accommodation information, maps of the campuses, directions from the airport, and any other relevant information including reimbursement for candidates traveling over 350 miles.
18. Committee reserves room and equipment for essay preparation for the candidate.

19. Committee chair prepares complete interview schedule for candidates and all groups of interviewers.
20. Committee chair prepares Interview Score Sheets for in-person interview.
21. Committee chair prepares evaluation sheets for Forums.
22. Committee interviews candidates and escorts candidates to essay facilities, forums and/or other scheduled interviews.
23. Committee chair works with candidates on the college reimbursement process with sample reimbursement forms and blank forms for those traveling more than 350 miles.
24. Committee chair compiles list of strengths/weaknesses of each candidate based on committee discussion; committee selects 3 candidates as recommendation to hiring administrator.
25. Committee chair for faculty and administrative positions at the associate dean level meets with Deans Council to discuss strengths/weaknesses of the candidates.
26. Committee chair meets with hiring administrator and submits committee interview scores, strengths/weaknesses, and candidate essays. Top three candidates names are submitted to HR and hiring administrator.

-Ginger Pedersen