

SEARCH ACTIVITIES CHECKLIST

Date **Before Reviewing Applications**

- _____ Scheduled the Search Committee Meeting through the Office of Diversity and Compliance (ODC).
- _____ Developed a timeline for screening applicants and interviewing candidates.
- _____ Created evaluation criteria for applicants and develop core interview questions developed.

Date **The Applicant Pool**

- _____ Screened resumes of applicants in accordance with established objective, job-related criteria.
- _____ Recorded disposition codes for each applicant on the electronic Applicant Flow Log, received from Human Resources or the designated recruiter.
- _____ Submitted completed Applicant Flow Log to the Office of Diversity and Compliance for approval. (*Please note: Interviews may take place only after the ODC has approved the Log.*)

Date **Interviewing**

- _____ Made arrangements to interview applicants, notified the recruiter of the itinerary, and gave HR the names of the candidates who were invited for on-campus interviews.
- _____ Submitted to HR the completed CUNY Employment Application that were reviewed and signed (page 5) by the search committee chair for all candidates that interviewed on campus.
- _____ Completed and submitted Interview Log to the designated Recruiter. The log must include the interviewee, interviewer, scheduled date, type of interview (phone and/or in person) time, and location for interview.
(*Please note: All search committee members must interview the final candidates at some point during the process.*)
- _____ Completed interviews and made final evaluations of the candidates.

Date **Selection**

- _____ Submitted Interview/Final Candidate Log to the Office of Diversity and Compliance for approval of all candidates interviewed and proposed selectees that are being referred to the Hiring Official.
- _____ Submitted the Search Documentation Data Form to the Office of Diversity and Compliance for certification of the final candidate along with the candidate's signed offer letter.

Date **Documenting The Search**

- _____ Maintain all search documentation (resumes, applicant screening criteria and interview questions, copies of the documents submitted to the Office of Diversity and Compliance, etc.) for a minimum of three (3) years by the Hiring Department.