

Search Chair Process Flowchart

IMPORTANT NOTES

- Application statuses need to be updated as the process moves forward, **in real time** – DO NOT WAIT UNTIL THE END
- Search chairs can get help managing applications from their Talent Acquisition Strategic Partner or HCS liaison – the key is to provide all the details, documents, and notes

1. BEFORE SCREENING

- Training is required on a yearly basis for anyone in the hiring process

2. SCREEN APPLICATIONS

- Notify your Talent Acquisition Strategic Partner when you are no longer screening applicants.

3. CONDUCT INTERVIEWS

- If interviews are scheduled outside PageUp, the interview times and dates will need to be documented in the requisition
- It is not required to do a phone/video interview before doing an in person interview
- If the interview was declined, the application status will need to be updated to Phone/Video Interview Declined <OR> In Person Interview Declined

4. PERFORM REFERENCE CHECKS

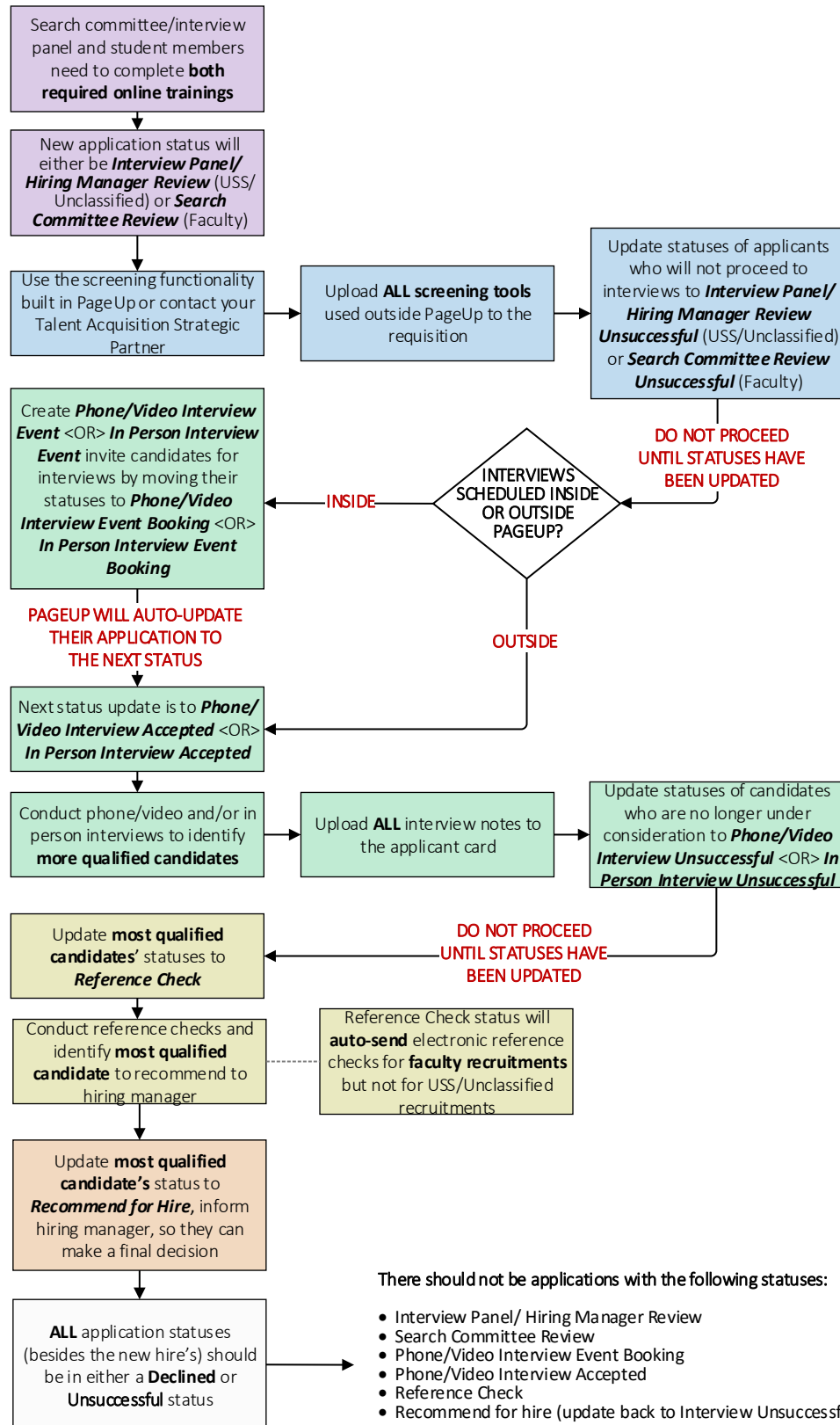
- Reference checks for any position can be done through PageUp or by phone
- Verifying whether the reference is personal or professional is recommended

5. RECOMMEND CANDIDATE TO HIRING MANAGER

- The hiring manager makes the final decision

6. FINAL TASKS

- Communication templates can be found in PageUp when updating application statuses



There should not be applications with the following statuses:

- Interview Panel/ Hiring Manager Review
- Search Committee Review
- Phone/Video Interview Event Booking
- Phone/Video Interview Accepted
- Reference Check
- Recommend for hire (update back to Interview Unsuccessful)