**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 HR 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 Event Booking 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.

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**Search committee/interview panel and student members need to complete both required online trainings**

New application status will either be Interview Panel/Hiring Manager Review (USS/Unclassified) or Search Committee Review (Faculty).

Use the screening functionality built in PageUp or contact your Talent Acquisition Strategic Partner.

Create **Phone/Video Interview Event Booking** or In Person Interview Event Booking.

Next status update is to **Phone/Video Interview Accepted** or **In Person Interview Accepted**.

Conduct phone/video and/or in-person interviews to identify more qualified candidates.

Update most qualified candidate’s status to **Reference Check**.

Conduct reference checks and identify most qualified candidate to recommend to hiring manager.

Update most qualified candidate’s status to **Recommend for Hire**, inform hiring manager, so they can make a final decision.

**ALL application statuses** (besides the new hire’s) should be in either **Declined** or **Unsuccessful** status.

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)

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