

**Search Process Checklist**

This document briefly summarizes the search process. It is designed as an aid to the Guidelines and Procedures for Academic Appointments in the Campus Administrative Manual, and does not substitute for a careful reading and understanding of that document. For more information, refer to the Office of Equal Opportunity and Access Search Guidelines and Procedures for Academic Appointments Manual for the following listed page numbers.

- 1. **Obtain position and title approval for new academic professional positions from Academic Human Resources before requesting permission to conduct a search.....Chapter 2 Step 1**
- 2. **Select the Search Committee Chair and appoint a diverse Search Committee.....Chapter 2 Step 2, 3**
- 3. **Prepare the Position Announcement.....Chapter 2 Step 4**
- 4. **Review search plan and recruitment sources.....Chapter 2 Step 5**
- 5. **Complete the Pre -Search Approval Form and forward the Pre-Search Form and position announcement to the Office of Equal Opportunity and Access for approval.....Chapter 2 Step 6**  
OEOA will notify the unit of approval to begin advertising.
- 6. **Send email acknowledging receipt of applications link to the Equal Employment Opportunity Information Request Form.....Chapter 3 3.1**
- 7. **Search committee completes online program (*Guidelines for Search Committee Members*).....Chapter 3 3.2, B.**
- 8. **Develop criteria for evaluating candidates.....Chapter 3 3.2, D.**
- 9. **Clarify selection and interview procedures.....Chapter 3 3.3, 3.4**
- 10. **Notify OEOA of changes to a search already in progress.....Chapter 3 3.5**
- 11. **Complete Equal Opportunity Summary Form for Proposed Academic Appointment for review and approval before making an offer.....Chapter 4 4.1**
- 12. **Assemble and forward required documents to your unit's EEO Committee chairperson for review and approval.....Chapter 4 4.1, 4.2**
- 13. **Extend an offer to the candidate.....Chapter 4 4.3**
- 14. **Inform candidates of their status and that of the search.....Chapter 4 4.3, C.**
- 15. **Maintain pre-employment files.....Chapter 4 4.4**