Search Committee Flow Chart

Receive charge from Hiring Manager

Develop interview questions and matrix based on required qualifications

Review applications in Careers

Create short list of canidates and send list to HR for review

Schedule and conduct interviews

Hiring Manager to add date/time in Careers for documentation.

Check references

Send recommendation to Hiring Manager after interviews are complete

Chair: Send interview documentation (questions/answers, rubrics, notes) to HR via email attachment