

## SEARCH COMMITTEE CHECKLIST

POSITION NAME: \_\_\_\_\_

COMMITTEE CHAIR: \_\_\_\_\_

EQUITY REP: \_\_\_\_\_

1. When composing the Paper Screening Checklist, ensure that the screening criteria is consistent with the Position Announcement/Job Description. Paper Screening Checklists should be established during the initial planning session. This way, committee members can begin reviewing applications in a timely manner. Note: Please fax a copy of the screening checklist to HR @407-708-2425.
2. Information discussed in formal committee meetings remains with the committee. No member of the committee is to respond to questions from applicants or observers about deliberations or decisions. Meetings, however, are open for anyone to attend and observe under the Florida Sunshine Law.
3. When reviewing applications remember to be impartial. The Committee is looking for the candidate who best meets the needs of the College.
4. All committee members must screen applications and be present for interviews.
5. Committee recommendations will be submitted to the hiring manager in alphabetical order only!
6. Only HR representatives and the Committee Chair are entitled to contact an applicant in an official capacity. (Committee Chair should contact HR for clearance prior to contacting applicants)
7. Veteran's Preference will be granted to those (excluding faculty) who have indicated that they are eligible and have supporting documentation included with their application. **This means that they must be given a double take.** HR will note on application folder if an applicant is claiming Veteran's Preference. **Effective May 23, 2003, eligibility was expanded to include those veterans who served during a wartime campaign or expedition for which a campaign badge has been authorized.**
8. Committee members should disqualify themselves if they are related to an applicant, or if they believe that they're unable to impartially consider all of the applicants.
9. Committee members or individuals involved in the hiring process cannot serve as references for any applicants. If letters of reference have been submitted, either the letter must be withdrawn or the committee member must resign from the committee.
10. Committee members must ask the same set of questions to each candidate.
11. Committee members must avoid personal questions not related to the position; i.e. family, religion, age, etc.
12. All faculty, professional and administrative positions require a writing sample. Writing samples are 45 minutes in length and should be saved on a disk. Candidates sign, and date each page of their writing sample.

13. Travel Reimbursement is used for faculty positions, technical positions **T50 and above**; professional and administrative positions **A30 and above**. It is the search committee chair's responsibility that each candidate traveling from a location that is **greater than 50 miles** from the interview site receives a copy of SCC's travel reimbursement policy and a W-9 Form via email **prior** to coming to the interview. It is also recommended that the chair request an email reply indicating that the information has been received, read, and understood by the candidates. This is important because someone may decline the interview invitation if they feel the reimbursement amount is insufficient. Questions or clarification regarding SCC's travel policy are to be referred to HR.
14. A copy of search committee interview questions should be forwarded to HR.
15. Background check forms are to be completed by each candidate interviewed. The candidates can give them to committee chairperson or bring to HR in person at the end of the interview. The committee chair should bring background forms to HR in a confidential envelope labeled "Background Release Forms." Otherwise, they can be faxed by the candidates to HR @ 407-708-2425. (The former is recommended).
16. All candidates must be given a copy of the Position Announcement (Faculty, Professional, Administrative positions) or Job Description (Career Service) prior to or during the interview.
17. Positions in which a degree is a requirement, applicants must have transcripts with their application in order to qualify for committee review.
18. Letters to applicants interviewed, but not selected as finalists, should be sent by the search committee chair. HR will send letters to applicants who were not selected for interview by the search committee.
19. Employment questions or concerns that may arise during the selection process are to be referred to the committee chair who will forward them via email to Bob Woodbery in Human Resources. [woodberb@scc-fl.edu](mailto:woodberb@scc-fl.edu) . Routine questions can be addressed to Dianne (2641) or Beverly (2606).

**Note:** In most cases, the Hiring Manager should not be on the search committee or participate in the screening and first interview phase of the process. Any exceptions should be discussed with HR Employment.

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Equity Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Members: \_\_\_\_\_

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Copy to: Committee Chair  
Equity Representative  
HR Recruitment File