

## FACULTY SEARCH MANAGER CHECKLIST

<b>PRE-SEARCH</b>
<input type="checkbox"/> Meet with the hiring official to review position vacancy, recruitment plan, and search manager expectations.
<input type="checkbox"/> Secure search committee membership list and preliminary recruitment plan from hiring official.
<input type="checkbox"/> Verify with OIE that search committee members have completed mandatory training.
<input type="checkbox"/> Collaborate with search chair and hiring official to schedule search charge committee meeting.
<input type="checkbox"/> Ensure that Search Committee Meeting Notices are prepared and submitted to Human Resources/Talent Acquisition within the required timeframe PRIOR to the scheduled meeting dates (in compliance with Chapter 286.011 Florida Statutes). Candidate-interview-only meetings with the search committee are not required to be noticed unless the committee members intend to assess the candidates following their interviews.
<input type="checkbox"/> Review UCF OIE Search & Screening Guidelines and other search-related resources at <a href="http://oie.ucf.edu">oie.ucf.edu</a> .
<b>DURING SEARCH</b>
<input type="checkbox"/> Provide administrative support to the search committee.
<input type="checkbox"/> Serve as the custodian of records during the search process.
<input type="checkbox"/> Assist the search committee in creating a meeting schedule based on search timeframes. <input type="checkbox"/> Document committee member attendance. <input type="checkbox"/> Document the hiring official's charge. <input type="checkbox"/> Document the agreed upon minimum requirements and preferred criteria and tools for each screening round; criteria must be objective, measurable, and performance based. <input type="checkbox"/> Document the committee's recommendations for additional recruitment strategies. <input type="checkbox"/> Create job requisition in Workday. Upload Recruitment Plan form (inclusive of search committee membership) to job requisition before submitting it for approvals. <input type="checkbox"/> Document the discussion of how 'conflicts of interests', as well as 'the right of inclusion' (also known as the motion to reconsider) will be used during the search. <input type="checkbox"/> Document the committee's decision on a quorum. <input type="checkbox"/> Record any special requirements of the search. <input type="checkbox"/> When appropriate, remind the search committee of the importance of treating all candidates the same throughout the search process, from screening applicants using the same criteria to conducting interviews using the same questions and in the same format. <input type="checkbox"/> Review regulations governing record-keeping associated with a search; specifically, the Florida Sunshine Law and the Public Records Law.
<input type="checkbox"/> Provide administrative support for subsequent search committee meetings. Review the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Recruitment Plan Implementation</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place approved job ads and announcements via UCF processes (in collaboration with HR-Talent Acquisition and/or Faculty Excellence-Personnel Administration).</li> <li><input type="checkbox"/> Place approved job ads and announcements via non-UCF processes (position-specific or diversity-specific platforms).</li> </ul> </li> </ul>
<input type="checkbox"/> <u>Candidate application screening process:</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document evaluation of candidates at each step in the process including those who are interviewed. Documentation must reflect the stages of progression in each round. (For an example, see <i>Search Committee Meeting Minutes Template</i> on OIE website).</li> </ul>



- Review applicant pool for diversity and AAP goals after Round One credentials review and contact search chair and OIE if recruitment has not met the requirement of representation of more than one gender and at least two races/ethnicities.
- Do not consider a candidate that does not meet the posted minimum requirements.
- Coordinate with the search chair to update online processes (for example, disposition applicants).
- After search committee screens all applicants for minimum requirements and preferred criteria, but before preliminary interviews are initiated, the Candidate Pool Summary must be forwarded to OIE at [OIE@ucf.edu](mailto:OIE@ucf.edu). This summary should reflect candidate progression through the screening process.

- Candidate interview process:
  - Manage the status of applicants in the Workday.
  - Schedule interviews and communicate information to appropriate parties.
  - Schedule meetings and on campus interviews and/or presentations and communicate information to appropriate parties.
  - Make travel/lodging arrangements.
  - After finalists' interviews are complete, upload search committee meeting minutes and notices reflecting the committees' assessment of finalists and recommendations to the selected candidate's Workday profile for OIE review and approval.
  - If selected candidate is being considered for a tenured position or a position in which tenure credit is being offered, work with Hiring Official (or designee) to ensure that a preliminary review and approval by Faculty Excellence is conducted BEFORE a soft offer is extended.

- Throughout the search, work with the search chair to:
  - Take and prepare committee meeting minutes.
  - Document the resolution of any 'conflict of interest' brought forward by a committee member.
  - Document occasions when 'right of inclusion' is exercised.
  - Collect records of all committee meetings, including selection criteria, decision making, voting, advertisements, etc.
  - Review search committee meeting minutes and other search-related documentation for completeness and accuracy.
  - Review applicant pool for diversity goals and AAP goals after Round One credentials review provide search chair with progress reports. Aim for a diverse representation of applicants in each stage of the process.
  - Maintain search records to comply with federal or state record-keeping laws; specifically, the Florida Statutes, Chapter 119, Public Records Law.
  - Maintain confidentiality throughout the entire search process.

#### **POST-SEARCH**

- After the search, work with search chair to:
  - Ensure that all applicants have been appropriately dispositioned in Workday.
  - Ensure that all applicants who were interviewed received communication of search outcome.
  - Maintain all search records. As a federal contractor, UCF is subject to compliance audits conducted by the OFCCP. As a Florida public employer, we must comply with public records laws.
  - After the offer has been accepted, work with the designated HR SET role (or hiring official) to provide the candidate with instructions on how to submit official transcripts (and



foreign equivalency evaluations, if applicable) to the designated HR Business Center representative.