

**MPP RECRUITMENT**  
**Search Committee Process**

The search committee process begins with consultation between the Hiring Manager

## Charge to the Search Committee

During the initial discussion with the search committee, the Hiring Manager and Human Resources Manager shall present the following:

1. Purpose and key responsibilities of the position
2. Qualifications – required and preferred
3. Sample screening criteria and sample interview questions
4. Advertising and marketing resources
5. Search process ethics and conduct: confidentiality, non-discrimination, consistency, uniformity, equity, fairness, adherence to sound HR practices
6. Responsibilities for coordinating administrative arrangements including selecting a Chair for the search committee, scheduling interviews and visits to Campus
7. Comply with CSUEB Academic Senate Recruiting Policy 09-10 cFAC 8; May 18, 2010 as appropriate.

## Role of the Chair of the Search Committee

1. Act as liaison between the search committee and the Hiring Manager
2. Schedule interviews and visits to the campus
3. Coordinate background checks/reference checks on finalists (Hiring Manager may conduct reference checks as appropriate)
4. Compile all materials and notes prepared during selection process and forward to Human Resources at the conclusion of the process.

## Screening Applicants

Applicants must meet minimum qualifications stated in the position announcement. The search committee screens the applications and narrows the pool of applicants to semi-finalists. The search committee interviews and evaluates the semi-finalists and recommends the top 3-5 candidates as finalists. The Chair prepares a memo for the Hiring Manager with the names, strengths and weaknesses of the finalists.

## Evaluation of Finalists

The Hiring Manager shall interview the finalists and shall inform the search committee of the desired candidate prior to making a public announcement. The Hiring Manager shall submit the Appointment Recommendation form to Human Resources and, upon consultation with Human Resources, may make an informal job offer.

## Offer of Employment

The Human Resources Manager shall prepare the formal appointment letter for signature by the President. Terms of the offer of employment shall be consistent with the position announcement. No person shall be deemed officially appointed in the absence of a written offer which is signed and returned by the candidate. Once the position is filled, the Hiring Manager, Chair of the search committee or Human Resources Manager shall notify the unsuccessful finalists.