Contents of a Search File

The chair is responsible for creating a search file that is to be maintained in the hiring unit. Below is a checklist of all that should be included in the file which may be electronic.

- ☐ Agenda for charge meeting

- ☐ Job announcement

- ☐ Completed rubric (if used)

- ☐ Initial screening questions

- ☐ Record of EOA approvals

- ☐ Approved candidate's cover letters and resumes

- ☐ Itinerary for each candidate interview

- ☐ Committee interview questions

- ☐ Candidate evaluation forms

- ☐ Recommendation report to HDM

- ☐ Documentation of reference checks

- ☐ Offer letter to the successful candidate

NOTE: DO NOT include personal notes or transcripts of deliberations in the file.