



**This form is used as an employment checklist for recruiting purposes.** The chair (usually the hiring unit manager) should complete this form. The approval is then submitted to ARL Human Resources (HR) for salary evaluation and job offer.

DEPARTMENT NUMBER AND OBS

REQUISITION NUMBER

JOB VACANCY NUMBER

POSITION TITLE

**RESPONSIBILITIES OF COMMITTEE CHAIR**

1. Committee chair must receive training by Affirmative Action Office (AAO) or ARL Human Resources (HR), and is knowledgeable about ARL, the University Diversity Goals, and “Hire Power” strategies for hiring key employee talent.
2. Chairs committee, reviews and ensures that ARL Recruitment and Hiring Procedures are followed.
3. Briefs search committee on the responsibilities and develops position criteria, questions, score card, and rating system.
4. Ensures that the search committee has access to candidate resumes for review.
5. Maintains documentation throughout position search and subsequent hiring of candidate, then provides this documentation to ARL HR.

**RECRUITMENT CHECKLIST**

DATE COMPLETED

- \_\_\_\_\_ 1. In some circumstances, a “sole candidate” may be considered for a position. If so, documentation explaining the extenuating circumstances is required, along with the Director’s approval, to avoid the required posting of the position.
- \_\_\_\_\_ 2. Position requisition has been properly completed and approved.
- \_\_\_\_\_ 3. Chair has met with department head to discuss and resolve possible under-representation of women and minorities.
- \_\_\_\_\_ 4. Recruitment plan has been discussed with ARL HR. Includes: Committee members named if available at this time (should have diverse representation); Recruiting sources identified (include Minority sources); Recruitment advertisement developed.
- \_\_\_\_\_ 5. Search committee has been briefed by chair regarding diversity recruiting goals and methods for this search.
- \_\_\_\_\_ 6. Obtain interview training for search committee members from ARL HR, if necessary.
- \_\_\_\_\_ 7. Ensure that selection criteria has been established and is understood by committee members. Maintain records of position criteria, questions, score card and rating system.
- \_\_\_\_\_ 8. Make sure that reasons for rejection of candidates interviewed but not selected are included on the evaluation forms.
- \_\_\_\_\_ 9. The candidate list has been screened to ensure the inclusion of minorities and women. Also ensure that all portions of the application and interview process are accessible to persons with disabilities.
- \_\_\_\_\_ 10. The search committee has received resumes of all candidates.
- \_\_\_\_\_ 11. The search committee has made use of the University’s minority talent bank and ARL’s OHR database.

**APPROVAL PROCESS**

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DATE COMPLETED

- \_\_\_\_\_ 12. For each interview, chair has collected evaluations from committee members. These are required as part of the documentation process.
- \_\_\_\_\_ 13. The hiring recommendations have been submitted by the search committee to the unit hiring manager for review and final selection.
- \_\_\_\_\_ 14. The reference checks have been completed on the final candidate.
- \_\_\_\_\_ 15. The recommendation to hire has been submitted by the unit hiring manager to the appropriate Division Manager or Office Head for review and final approval. Final approval is an endorsement by the Office Head that unit diversity goals have been considered as part of the search.
- \_\_\_\_\_ 16. The interview evaluation and hiring recommendation for candidate of choice, along with reference checks and interview evaluations on candidates interviewed but not selected\*, and this form are then submitted to ARL HR for the salary evaluation and job offer.  
*\*Please make sure to notate why candidate was not selected.*

**SEARCH COMMITTEE MEMBERSHIP**

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NAMES

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**SEARCH COMMITTEE CHAIR**

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SIGNATURE

DATE

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