

Supervisor/ Search Committee

Chart of Hiring and Recruitments Roles and Responsibilities

Activity	Hiring Authority	Search Committee Chair/Supervisor	Search Committee	Hiring Manager (eJobs)
Before the Search				
Define the position (determine need/approvals)	✓			
Determine Search Method (supervisor/search committee) & choose Chair	✓			
Knowledge, understanding, and ability to enforce all rules and guidelines of the hiring process	✓	✓		
Determine Search Committee Members		✓		
Confidentiality of Search		✓	✓	
Create Job Description		✓	✓	
Develop a recruitment strategy/plan		✓	✓	
Create and review advertisement		✓	✓	
Post advertisement in eJobs		✓		✓
External advertising (eBucs, etc.)		✓	✓	✓
During the Search				
Develop a resume review/guideline		✓	✓	
Develop applicant rating plan/matrix		✓	✓	
Search Committee meetings		✓	✓	
Review/rate applications		✓	✓	
Select candidates to interview	✓	✓	✓	
Develop interview method (includes questions)		✓	✓	
Pool Certification		✓		
Set up Interviews (includes scheduling meetings and travel arrangements)		✓	✓	✓
Conduct Interviews	✓	✓	✓	
Professional reference checks		✓	✓	
Final selection	✓	✓	✓	
Enter Hire electronic Paperwork		✓		✓
Maintenance of candidate/search files	✓	✓		

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Hiring Authority: selects committee chair person; gives search committee their charge; establishes timelines; ensures that the search committee understands their role in the search process; is the accountable stakeholder who defines the job and request the position to be filled – this is typically the Dean or VP; and sometimes department chair/director.

Supervisor/Search Committee Chair: acts as spokesperson; facilitator and lead person; coordinates meetings and timelines; ensures proper documentation and maintenance of documentation; describes expectations regarding confidentiality and meeting attendance; establishes a co-chair, identifies support staff to assist with data entry, travel arrangements, scheduling interviews, prepare itineraries, etc.

Search Committee Members: provide a variety of perspectives on the role and function of the position in question; ensure confidentiality; help to attract; identify and contact a diverse applicant pool; attend all scheduled meetings; screen all applicants; participate in the interview process; check references; assist with other duties as assigned by the chairperson.

Hiring Manager (eJobs): assist search committee chair/supervisor with data entry; travel arrangements; scheduling interviews; prepare itineraries; etc. – this is typically the executive aide and/or coordinator.