

# Search Chair Process Flowchart

**IMPORTANT NOTES**

- Application statuses need to be updated as the process moves forward, **in real time** – DO NOT WAIT UNTIL THE END
- Search chairs can get help managing applications from their Talent Acquisition Strategic Partner or HR liaison – the key is to provide all the details, documents, and notes

**1. BEFORE SCREENING**

- Training is required on a yearly basis for anyone in the hiring process

Search committee/interview panel and student members need to complete **both required online trainings**

New application status will either be **Interview Panel/ Hiring Manager Review** (USS/ Unclassified) or **Search Committee Review** (Faculty)

**2. SCREEN APPLICATIONS**

- Notify your Talent Acquisition Strategic Partner when you are no longer screening applicants.

Use the screening functionality built in PageUp or contact your Talent Acquisition Strategic Partner

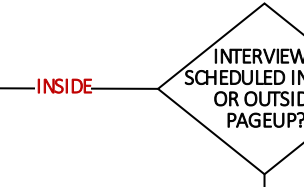
Upload **ALL screening tools** used outside PageUp to the requisition

Update statuses of applicants who will not proceed to interviews to **Interview Panel/ Hiring Manager Review Unsuccessful** (USS/ Unclassified) or **Search Committee Review Unsuccessful** (Faculty)

**3. CONDUCT INTERVIEWS**

- If interviews are scheduled outside PageUp, the interview times and dates will need to be documented in the requisition
- It is not required to do a phone/video interview before doing an in person interview
- If the interview was declined, the application status will need to be updated to Phone/Video Interview Declined <OR> In Person Interview Declined

Create **Phone/Video Interview Event** <OR> **In Person Interview Event** invite candidates for interviews by moving their statuses to **Phone/Video Interview Event Booking** <OR> **In Person Interview Event Booking**



**DO NOT PROCEED UNTIL STATUSES HAVE BEEN UPDATED**

**PAGEUP WILL AUTO-UPDATE THEIR APPLICATION TO THE NEXT STATUS**

Next status update is to **Phone/Video Interview Accepted** <OR> **In Person Interview Accepted**

Conduct phone/video and/or in person interviews to identify **more qualified candidates**

Upload **ALL** interview notes to the applicant card

Update statuses of candidates who are no longer under consideration to **Phone/Video Interview Unsuccessful** <OR> **In Person Interview Unsuccessful**

**4. PERFORM REFERENCE CHECKS**

- Reference checks for any position can be done through PageUp or by phone
- Verifying whether the reference is personal or professional is recommended

Update **most qualified candidates'** statuses to **Reference Check**

**DO NOT PROCEED UNTIL STATUSES HAVE BEEN UPDATED**

Conduct reference checks and identify **most qualified candidate** to recommend to hiring manager

Reference Check status will **auto-send** electronic reference checks for **faculty recruitments** but not for USS/ Unclassified recruitments

**5. RECOMMEND CANDIDATE TO HIRING MANAGER**

- The hiring manager makes the final decision

Update **most qualified candidate's** status to **Recommend for Hire**, inform hiring manager, so they can make a final decision

**6. FINAL TASKS**

- Communication templates can be found in PageUp when updating application statuses

**ALL** application statuses (besides the new hire's) should be in either a **Declined** or **Unsuccessful** status

There should not be applications with the following statuses:

- Interview Panel/ Hiring Manager Review
- Search Committee Review
- Phone/Video Interview Event Booking
- Phone/Video Interview Accepted
- Reference Check
- Recommend for hire (update back to Interview Unsuccessful)