

Search and Screening Process



The Search and Screening Process checklist is designed to help hiring departments prepare for and conduct a successful search. Hiring departments may contact the Office for Access and Equity at oeo@uic.edu for additional support.

Pre-Search

(Completed by Hiring Officer or Delegate)

- Meet with the hiring manager to review position vacancy and search chair expectations.
- Review Search Guidelines and other search-related resources at www.oae.uic.edu/ah/academic-hiring-process/search-process-checklist/search-process/

During Search

- Facilitate the search charge committee meeting. Review the following:
 - Committee member introductions.
 - Search manager and Academic Search Coordinators introductions.
 - Charge from the hiring manager.
 - Create a meeting schedule based on search timeframes.
 - Decide on a quorum.
 - Discuss and agree upon the minimum and preferred criteria for each screening round
 - Encourage committee members to recruit qualified, diverse candidates through personal and professional networks.
 - Discuss how conflicts of interest and the motion to reconsider will be used during the search.
 - Any special requirements of the search.
 - Remind committee members not to conduct committee work outside official search committee meetings.
 - Emphasize the importance of the committee work and full participation by each committee member.
 - Emphasize the importance of treating all candidates the same throughout the search process, from screening applicants using the same criteria to conducting interviews using the same questions and in the same format.
- Facilitate the subsequent search committee meetings. Review the following:
 - Candidate application screening process
 - Development of interview questions (review the Acceptable/Unacceptable Interview Questions list)
 - Development of the finalists' list
 - Development of the committee's recommendations based on their finalists' interview reflections.
- Participate in the candidate screening process. Review the following:
 - Candidate application screening process
 - Development of interview questions (review Acceptable/Unacceptable Interview Questions list)

- Development of the committee's recommendations based on your finalists' interview reflections.
- Work with search manager and Academic Search Coordinators to:
 - Review search committee meeting minutes templates for completeness and accuracy
 - Review applicant pool for diversity requirements
 - Coordinate candidate interviews

Post-Search

- Work with search manager and Academic Search Coordinators to:
 - Ensure that all applicants have been appropriately dispositioned in the applicant tracking system
 - Ensure that all applicants who were interviewed received communication of search outcome