

## Search Committee Checklist

The Office of Human Resources (OHR) is available to meet with a search committee chair upon request, especially anyone who has not been involved with a search recently. Please contact Heather Killeen at x4107 or [hjkillen@frostburg.edu](mailto:hjkillen@frostburg.edu).

**Please submit a signed copy of this checklist to OHR along with all other recruitment related documentation at the end of the recruitment process. Contact the Office of Human Resources with any questions specific to your search at any point in the process. Thank you for helping us keep the search process at FSU consistent and efficient.**

Position being filled: \_\_\_\_\_ Posting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Posting Close Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ First Committee Meeting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- During the posting period, inform OHR of selected search committee members so access may be granted to review online applications.**
  - Go to the site <https://frostburg.peopleadmin.com/hr>.
  - Username and Password are the same as your FSU network username and password.
  - Click the **Postings** tab and then the **Search** button.
  - In the search results, click **Actions** to the right of the row and select **View Applicants**.
  - Click **Actions** to the right of an applicant's name and select **View Application**. Near the bottom of the application screen are links to documents (cover letter, resume, etc.).
- Designate a search committee member responsible for ensuring minority outreach is a priority. This member will need to submit documentation to OHR regarding minority recruitment efforts.**
  - Screen all applications according to the qualifications listed in the ad.
  - An applicant must meet all minimum qualifications to be considered.
  - An applicant that meets all of the minimum qualifications and some of the preferred qualifications should be ranked higher.
  - Watch for red flags such as job-hopping, unexplained gaps in employment, spelling errors.
- Within 15 days of the posting close date, prepare for initial interviews (typically Skype).**
  - Contact OHR with a list candidates before scheduling interviews. OHR may need to review the applicant scores and discuss EEO and immigration considerations as applicable.
  - Compile a list of work-related interview questions. Schedule tentative dates and draft an interview agenda.
- Schedule and conduct Skype or phone interviews.**
  - Provide each candidate with an overview about the position and the salary range
  - Discuss FSU and the geographic area
  - Ask work-related questions to help gauge a candidate's level of interest and to evaluate their qualifications and related experience.
  - Be consistent with all candidates interviewed.
- Within 30 days of the posting close date, meet with the search committee to recommend candidates for on-campus interviews.**
  - Contact OHR with the list of final candidates before scheduling interviews. OHR may need to review the initial interviews and justify bringing the recommended candidates to campus.

- Refer to the **Candidate Travel Guidelines** for candidates from out of the area if applicable.
  - Schedule on-campus interviews and finalize the agenda.
  - Assign search committee members to greet candidates and guide them through the interview process.
  - Be consistent with work-related questions and agenda for all candidates interviewed.
  - Have each candidate fill out the Authorization to Release, Travel Paperwork and turn in any receipts. If the candidate does not have all of the receipts, encourage them to send to you asap.
- Within 45 days of the posting close date, meet with the search committee to select a top candidate for hire.**
- Inform OHR of the candidate selected and submit their *Authorization to Release Information* form.
  - Check references for the selected candidate and submit a written summary to OHR. Reference checks must include the current/most recent employer and at least one contact not supplied by the candidate.
- OHR will route a hiring proposal in PeopleAdmin for required approvals as appropriate.**  
The hiring proposal includes the salary range and tentative start date. **Once OHR obtains all required approvals (not before) an official offer of employment may be extended to the candidate, contingent upon successful completion of a criminal background check.**
- Within 60 days of the posting close date, confirm with OHR that the candidate has accepted the offer. If not, the search committee may select another candidate.**
- Once a hire is confirmed, follow up by e-mail or phone with candidates who were interviewed but not selected for hire. OHR will send regret emails to each of the candidates that were not interviewed.**

*My signature below confirms that I have read the Search Committee Checklist and have followed these steps in the search process, acknowledging the importance of hiring a well-qualified candidate.*

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Access People Admin:**

The link to access HR's administrative site can be found [HERE](#). You may log-on using your **FSU username and password**.

If you're not familiar with the HR site, here are a few tips in navigating:

- Once you log-in, use the "**Postings**" drop-down menu on the left of the screen to display "**Applicant**."
- Select "**Applicant**" and on the next screen, select "**Search**" in the middle of the screen.
- The next screen will display the position, "**Your Specific Job Title**"
- Select the position, and on the next screen, use the "**Applicants**" tab to display the applicants.
- Upon selecting an applicant, you can scroll to the bottom of the applicant's page and select "**Generate**" beside "Combined Document."
- Once the document is generated, select "**View**."
- A combined pdf document should pop-up with the cover letter, resume and other attachments.

Please let me know if you have any trouble accessing the site.

Thanks.

Heather



7. What is your overall assessment of the candidate?

8. Would you recommend the candidate for this position? Why or why not?

9. Would this individual be eligible for rehire? Why or why not?

10. Other comments?

*Thank the reference contact for their time and assistance with the search process.*

## Office of Human Resources Candidate Travel Guidelines

### Required Forms for Candidate Reimbursement:

- Expense Form: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/online-forms--intructions.php>
- W9: <https://www.frostburg.edu/human-resources/forms/alphabetic-forms/alphabetical-list-of-hr-forms.php>  
***Prior to forwarding to OHR, all forms must be completed and reviewed for accuracy by the Search Committee Chair. Please make certain the Candidate completes each form in its entirety and signs the forms where indicated. The signature must be original (not copied, faxed or scanned).***
- An agenda of the Candidate's interview **must** accompany the expense form.

### Reimbursable Expenses to the Candidate: (original itemized receipts **must** be submitted for **each** expenditure)

#### **\*\*DO NOT USE THIRD PARTY VENDORS SUCH AS TRAVELOCITY OR EXPEDIA (they do not provide itemized receipts)\*\***

- **Air/Train:** Least expensive coach fare via the most direct route should be booked as far in advance as possible. All fare receipts must be itemized. It is recommended to book directly with the carrier and avoid travel booking services.
- **Baggage:** Checked baggage will be the responsibility of the Candidate.
- **Lodging:** One night of the most reasonable lodging for a standard room will be reimbursed to the Candidate. When booking at area hotels, mention FSU for the lowest possible rate. Additional nights are the responsibility of the Candidate or Department.
- **Parking:** Parking at the airport/train station will be paid only for the period the Candidate is involved in the interview process-travel to and from campus and interview dates. Must provide original itemized receipts.
- **Rental Car:** Cost for an economy car will be reimbursed. Must provide original itemized receipt (**estimated** charge receipt will **not** be accepted). Gasoline for a rental car will be reimbursed to the Candidate. Must provide original receipt.
- **Mileage:** Mileage will be paid only if the Candidate drives a personal vehicle over 50 miles one way to FSU. Proof of distance must be provided. Transportation and/or mileage from the home address to the airport/train station will not be reimbursed. Mileage will be reimbursed based on USM rates listed on the Accounts Payable website (<https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/travel-policies--common-rates.php>).
- **Meals:** OHR will reimburse for one meal on the day of the interview to either the Candidate or the Search Committee (see below). Reimbursement, including tip (max. 20%), may not exceed State per diem rates (<https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/travel-policies--common-rates.php>). State guidelines will apply in accordance with departure and return times.

### Reimbursable Meal Expenses to the Search Committee:

OHR will reimburse for one meal on the day of the Candidate's interview for one Search Committee Member and the Candidate. Reimbursement, including tip (max. 20%), may not exceed State per diem rates. If other members of the Search Committee/Department join for a meal, they are responsible for payment. Additional meals are the responsibility of the Department.

#### ***Required Forms for Search Committee Reimbursement:***

- For and Against Form: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/online-forms--intructions.php>. Must be accompanied by: original itemized receipts, agenda, and Food Service Approval Form.
- Food Service Approval Form: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/online-forms--intructions.php>. A separate form should be provided for each meal per candidate-do not combine on one.  
***Incorrect or incomplete forms will be returned to the Search Committee Member for corrections.***

## Candidate Travel Reimbursement Checklist

- Expense Form:** <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/online-forms--intructions.php>
- W9:** <https://www.frostburg.edu/human-resources/forms/alphabetic-forms/alphabetical-list-of-hr-forms.php>
- Agenda:** A detailed agenda must accompany each expense form.
- Air/Train:** Original finalized receipt (**Estimated** charge receipts will **not** be accepted).
- Mileage Reimbursement:** MapQuest Printout (Mileage rates: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/travel-policies--common-rates.php>)
- Meals:** Original *Itemized* Receipt (Not to exceed State per diem rate including tip; Per Diem Rates: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/travel-policies--common-rates.php>)
- Rental Car:** Original Itemized Receipt (**Estimated** charge receipts will **not** be accepted).
- Lodging:** Original Itemized Receipt (**Estimated** charge receipts will **not** be accepted).

## Search Committee/Candidate Reimbursement Checklist

- For and Against Form:** <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/online-forms--intructions.php>
- Agenda:** A detailed agenda must accompany each expense form.
- Meals:** Original *Itemized* Receipts (Not to exceed State per Diem rate including tip; Per Diem Rates: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/travel-policies--common-rates.php>).
- Food Service Approval Form** <https://www.frostburg.edu/about-frostburg/Administrative-Offices/accounts-payable/online-forms--intructions.php> (A separate form should be provided for each meal-do not combine on one).



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AUTHORIZATION TO RELEASE INFORMATION

Authorization: 1600003031
ORI: MD004455Y

Employing Department: \_\_\_\_\_

Last Name First Name Middle Name

Current Address (Street Address,)

Current Address (City, State, Zip) Dates Lived Here

Addresses for the past five years: Dates Lived Here:

Date of Birth Other Names Used Years Used

Social Security # Driver's License # State

I authorize my current and/or former employer(s) and its employees and representatives and any and all references listed on my employment application and/or resume to provide any pertinent information they think appropriate, including any information about my employment, job performance, and related matters to any division, department head or designee of Frostburg State University (FSU). This information may be provided either verbally or in writing. I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization to be part of the written employment application. I release FSU and its agents, employees, and representatives from any and all liability, claims, and damages that may directly or indirectly result from the use, disclosure, or release of any information received by FSU from any third party pursuant to this authorization, whether such information is favorable or unfavorable to me.

Information appearing on this Authorization will be used for identification purposes only. The intention of this authorization is to provide information that will be considered in determining my suitability for employment. FSU complies with the Fair Credit Reporting Act (available from the Office of Human Resources), which provides consumers with rights regarding consumer reports and which places specific obligations on employers using credit reports.

I acknowledge that I have read this authorization and release, fully understand it, and fully and voluntarily agree to its provisions.

Applicant's Signature

Date