

Search Committee Process Overview

1. Cabinet Approval Memo (CAM)

- Hiring Manager - A CAM is needed for all budgeted positions and should be on hand for uploading into Workday.

2. Is The Position In Workday?

- If the position does not already exist, Hiring Manager will need to work with Budget to Create Position.

3. Job Description

- Hiring Manager will need to have the finalized job description readily available to complete the step “Create Job Requisition” in Workday for posting.

4. Appoint Search Committee

- Create a 5-person Search Committee representing a diverse cross-section of the university for **AFT** positions.
- Create a 3-person Search Panel (may also choose to utilize a 5-person Search Committee) representing a diverse cross-section of the university for **Non-Aligned** positions.

5. Schedule Committee Meeting

- Search Chair or Admin schedules the initial meeting for Faculty positions, as Talent Acquisition does not have access to Faculty schedules.
- Talent Acquisition schedules the initial meeting for AFT Professional Staff and Non-Aligned positions.
- Talent Acquisition charges the committee.

6. Select Candidates for 1st Round Interviews

- Committee selects candidates for 1st round interviews.
- Search Committee Chair updates each candidate’s status in Workday – marking as “Qualified” for those advancing to first-round interviews and “Decline” (with the most appropriate disposition reason selected) for those not moving forward.
- Search Committee Chair sends an email to humanresources@wpunj.edu confirming that all candidates have been dispositioned and notifying that the committee is prepared to proceed with first-round interviews.

7. Diversity Review – 1st Round Candidates

- Talent Acquisition reviews, prepares information and forwards selection to Dr. Arnold for diversity approval.
- ***Do not proceed until approval is received.***

8. Schedule 1st Round Interviews and Move Selected Candidates in Workday

- Upon receiving Dr. Arnold's approval from a diversity perspective, the Search Committee will be notified.
- If the Hiring Manager agrees to the selection based on skills, experience, education, etc., the Search Committee may schedule virtual interviews.
- Search Committee Chair also dispositions candidates selected for first-round interviews from “Qualified” to “Interview 1” in Workday.

9. Conduct 1st Round Interviews

- Committee holds virtual interviews with selected candidates.

10. Submit 1st Round Summary

- Search Committee Chair sends brief summaries for candidates from Interview 1 who **are/are not** advancing to 2nd round Interviews, (sent via Excel/Word/email - no PDF's please), ensuring that the minimum candidate requirement is met.
 - At least **3 candidates** must be advanced to 2nd round.
 - If fewer, a waiver may be requested with the outcome determined by Dr. Arnold.

11. Diversity Review – 2nd Round Candidates

- Talent Acquisition reviews and completes next steps and sends them to Dr. Arnold for diversity feedback and /or approval.
- The Search Committee will be notified once approved by Dr. Arnold.
- ***Do not proceed until approval is received.***

12. Schedule 2nd Round Interviews

- Upon receiving Dr. Arnold's approval from a diversity perspective and Hiring Manager's approval from a skills/experience/education perspective, schedule in-person interviews.

13. Conduct 2nd Round Interviews

- In-person interviews are conducted with selected candidates.

14. Disposition All Candidates

- Update all candidates with final disposition status, for example: Not Recommended, Candidate Withdrawn, Preferred Qualifications Not Met, Incomplete Application, etc.

15. Send Regret Letters (*Only after signed offer letter is received*)

- Search Committee Chair sends **bulk regret emails** to non-interviewed applicants.
- Search Committee Chair sends **personalized regret emails** to candidates interviewed by the Search Committee.
- Hiring Manager sends **personalized regret emails** to candidates interviewed by the Hiring Manager.

16. Close Out Search

- Email **humanresources@wpunj.edu** to notify HR once this has been completed and request to officially close the search.