Search Committee Chair Responsibilities in PageUp

This is an overview of Search Chair responsibilities during the PageUp recruitment process. Additional training is recommended and training links are listing below.

- Work with Hiring Supervisor to ensure the position description (PD) is updated with the most current responsibilities and requirements and is correctly formatted per the Position Description Template, located on the Talent Management Resources webpage.
- Work with Hiring Supervisor to create documents included on the Job Requisition: Job Announcement, Recruitment Plan, Rubric, Interview Questions and Reference Check Questions.
- Work with Hiring Supervisor to create Job Requisition. See Create Requisition from Approved Position Description
- Determine who will manage PageUp updates: Search Chair, Hiring Supervisor or Administrative Support. Ensure candidates are being statused correctly in PageUp as you move through the hiring process. See Candidate Process Desktop Reference Card
- Determine the Search Committee Members.
- Diversity Advocate: A Diversity Advocate (DA) may join the committee if the position is underutilized or requires a DA to be a part of the candidate review due to the level of position:
  - The DA is a NON VOTING member of the Search Committee
  - The DA will attend committee meetings, but will not participate in interviews
  - Selection of the DA is determined by the Affirmative Action Coordinator
- Create and send qualifications rubric and instructions on scoring candidates to Search Committee Members.
- Instruct Search Committee Members to review PageUp Training. See Search Committee Roles and Responsibilities.
- Conduct meetings with search committee to discuss qualifications and determine qualified candidates.
- Make recommendation to hiring supervisor of top candidate(s) for hire.
- Create offer card in PageUp. See Offer Approval process and Offer Approval Desktop Reference Card.
- Responsible for keeping department records of job search.

*Administrative Support individual (identified on requisition) may be responsible for PageUp maintenance if agreed upon with Hiring Supervisor and Search Chair.