SUCCESSFUL SEARCH CHECKLIST

Date Completed	Task	Responsibility
	Applicant Tracking System: Do the appropriate people have access to Kenexa?	Department/Search Committee
	Job Analysis: Evaluate department needs and current staff.	Department
	Position Description: Review and update job description for vacant position.	Department/Search Committee
	Search Committee: If a search committee will be used, appoint a chair and establish the committee.	Department
	Search Firm: If a search firm is used, coordinate with Human Resources to ensure hiring processes are followed and relevant applicant data is collected.	Department/Search Committee
	Post Position: Submit requisition in Kenexa for the job to be posted to the Texas Tech careers site. (All job postings must be posted for a minimum of 10 business days.)	Department/Search Committee & Human Resources
	Expand the Applicant Pool: Human Resources will contact the hiring manager or search committee to discuss a recruitment plan. Implement the recruitment plan to assist in attracting a well-qualified and diverse applicant pool.	Department/Search Committee & Human Resources
	External Advertising: Place external advertisements. Human Resources must approve all external advertisements.	Department/Search Committee & Human Resources
	Hiring Matrix: Create a Hiring Matrix to evaluate candidates based upon advertised minimum and preferred qualifications. Select top candidates from the hiring matrix to move forward to the interviewing process.	Department/Search Committee
	Remove Job Posting: Contact Talent Acquisition to remove posting so no more applicants can apply while pool is being reviewed.	Department/Search Committee & Human Resources
	Plan for the Interview: Develop a set of position-specific interview questions to be used for all applicants. Document the questions on the appropriate tab included on the Matrix.	Department/Search Committee
	Interviews: Conduct interviews/phone screens and document responses on the Interview Feedback Form in Kenexa. Verify veteran and former foster child interviewing preferences.	Department/Search Committee
	Interview Status: Update HR Status on all interviewed applicants to 'Interview Complete' in Kenexa.	Department/Search Committee

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	Hiring Matrix: Update Hiring Matrix with all applicants evaluated and upload to the requisition in Kenexa.	Department/Search Committee
	Staff Selection Summary: Complete the Staff Summary Selection Form in Kenexa and route for approval.	Department/Search Committee & Human Resources
	Staff Selection Summary Form Review: If the form is approved, the department may move forward with offer. If the form is not approved, the department must continue recruiting efforts.	Human Resources
	Reference Checks: Verify references for potential hire(s) & document in Kenexa. Update candidate HR status to 'Reference Check'.	Department/Search Committee
	Verbal Offer: Make verbal offer to the top candidate and update HR status to 'Prepare Offer'.	Department/Search Committee
	Offer Outline: Create 'Offer Outline' and route for approval in Kenexa.	Department/Search Committee
	Applicant Status: Applicant HR Status will update to 'Extend Offer'.	System Generated
	Offer Letter: Create offer letter in Kenexa and post to candidate portal. Communicate with candidate about electronic offer acceptance and the background check process.	Department/Search Committee
	Background Check: Department is notified background check is complete.	System Generated
	Final Candidate Form: Add Final Candidate Form in Kenexa. Update HR status to 'Ready to Hire'.	Department/Search Committee
	New Hire Paperwork: Process appropriate New Hire paperwork & attach to ePaf.	Department/Search Committee
	Remaining Applicants: Disposition all remaining candidates in the pool by adding a disposition form and selecting the appropriate reason.	Department/Search Committee
	Hire Documentation: Add all supporting documentation for the hire to the requisition. (Hiring Manager and/or Search Committee interview forms/questions, notes, and evaluation instruments)	Department/Search Committee
	Close Job Posting: Contact Human Resources to close job posting.	Department/Search Committee & Human Resources