Search and Screen Committee/Panel

Pre-Planning Tips

Some of the things a search and screen committee/panel should be thinking about at the pre-recruitment stages of a recruitment process include the following:

- Your required and preferred qualifications (need to match qualifications as written in approved position description)
- Do you want applicants to have the required degree in hand by the time of application, or by the start date (ie. Will you accept ABD for faculty recruitments? – If so, review SS Procedures for required language)
- Will your posting have a firm closing date or will it be a continuous recruitment with a first review date?
- What documents do you want from applicants? (ie. cover letter, curriculum vitae or resume, teaching philosophy, statement of research, unofficial transcripts, references, other documents)
- Where will you advertise?

Preparation of the following documents, which will need to be uploaded to the recruitment in PeopleAdmin before it can move through the approval process:

- Committee/Panel Composition
- Selection Criteria (needs to match qualifications as written in position description)
- Advertising Text

The templates for the above documents are located at: https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/

- Bylaws (if academic department)
- Organizational chart or list of direct reports if position is supervisory

The information you may need to obtain from the Dean/Director of the searching college/department in the pre-planning stages include:

- advertising budget
- target salary
- funding source

If a committee recruitment, remember to submit your search and screen meetings to the hrservices@uwlax.edu email address at least 24 hours in advance of the meeting date. This does not apply to panel recruitments.

If a committee recruitment, the recorder should refer to these helpful SS Meeting Minutes Guidelines.