Search and Screen Committee/Panel  
Pre-Planning Tips

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

Your required and preferred qualifications.

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?)

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)

How do you want to collect references?

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:

- SS Procedures
- Position Description
- Selection Criteria
- Advertising Text

The templates for these documents are located at: http://www.uwlax.edu/Human-Resources/Recruitment/

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

- advertising budget
- target salary
- funding source

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.

Please refer to these helpful SS Meeting Minutes Guidelines: http://www.uwlax.edu/Human-Resources/Recruitment/