

## ANALYST CHECKLIST

### NON-SENATE SEARCHES: DURING THE SEARCH

#### STEP 1: APPLICANT OUTREACH PERIOD

<b>Advertisements</b>
Place the approved <a href="#">advertisement</a> in all locations specified in the Search Plan, using <a href="#">Job Elephant</a> or directly through advertisement locations. These include listservs, discipline-specific email groups, etc. Upload ad posting evidences to AP Recruit.
<b>Emails and other contacts</b>
Support the search committee/faculty PI in <a href="#">sending emails</a> about the position to other universities, or other specified individuals. Keep records of all outreach conducted (copies of emails sent, lists of individuals contacted, etc.) for the Search Report. Remind search committee members to retain records of all outreach conducted.
<b>Applicant and referee correspondence</b>
Respond to questions received from applicants and referees about the position (and refer to the Search Committee Chair as needed). Provide assistance to applicants and referees who cannot use AP Recruit for their materials.
<b>Assessing individuals for the basic qualifications</b>
Mark each incoming application as 'meets' or 'does not meet' the <a href="#">basic qualifications</a> as specified in the advertisement and AP Recruit. Assign <a href="#">disposition reasons</a> for each individual who does not meet the basic qualifications.
<b>Supporting the search committee</b>
Provide information and support as needed to the search committee/faculty PI. This could include instruction on how to <a href="#">review applicants</a> , how to use 'mark as read,' 'comments,' 'flags,' filters, or other features. If applicable, share information about what will be needed for the <a href="#">Search Committee Narrative</a> as part of the Search Report, emphasizing the level of detail expected.

#### STEP 2: APPLICANT EVALUATION PERIOD

<b>Assessing initial applicants</b>
Finish assessing the basic qualifications, and assigning disposition reasons for individuals who did not meet the basic qualifications.
<b>Actual search and recruitment efforts</b>
Identify any ways in which the stated search and recruitment efforts actually undertaken were different than what was specified in the <a href="#">Plan</a> . Provide explanation for differences. Do not enter information that was already planned.
Upload evidence of all <a href="#">outreach</a> efforts – advertisements, listservs, emails, log of calls made, list of contacts, etc. if not already done.
<b>Review of applicants</b>
Support the search committee in their <a href="#">review of applicants</a> and use of AP Recruit. Provide the committee with a list of all qualified applicants as well as the disposition reasons <i>before</i> they begin their review to aid in the assignment of disposition reasons. Remind search committee members to retain any notes taken during their review of applicants for the search report, or to take their notes in AP Recruit.
Keep all applicant statuses up-to-date. Use 'Serious Consideration' when necessary for a "long short list."
Mark short-listed candidates as 'Recommend for Interview.'
Assign disposition reasons for all candidates not recommended for an interview.
<b>Finalists and interviews</b>
Support the Committee/faculty PI in <a href="#">conducting interviews</a> .
If on-campus interviews are conducted, schedule and oversee all activities, and offer support as needed to candidates.
Change statuses of candidates who were interviewed to 'Interviewed.'
Assign disposition reasons to all candidates who were not interviewed for the position.
<b>Final candidate selection</b>
Assist the Search Committee/faculty PI as needed with committee meetings following interviews. Remind committee members to retain all notes from candidate review and committee discussion for the search report.
When a final candidate is selected, change the status to 'Proposed Candidate' and enter the Proposed Offer Information.
Send <a href="#">rejection emails</a> to all candidates who were deselected. Send personal emails to individuals who were interviewed but not selected.

**Next Steps: Complete and submit the Search Report for review and approval.**

#### Resources:

Senate Search Guide: <http://ofew.berkeley.edu/recruitment/senate-searches>

AP Recruit User Manual: <http://ofew.berkeley.edu/recruitment/ap-recruit-resources>

Non-Senate E-Learning Tutorial: [http://ofew.berkeley.edu/sites/default/files/non-senate\\_tutorial.pdf](http://ofew.berkeley.edu/sites/default/files/non-senate_tutorial.pdf)