

ANALYST CHECKLIST: SENATE SEARCH REPORTS IN APRECRUIT

STEP 1: Statuses and Dispositions	
Basic qualifications	Verify that all applicants have been assessed as meeting or not meeting the basic qualifications as stated in the job advertisement. Individuals with incomplete applications should remain in the "Unknown" category.
Proposed candidate	Update the status of the proposed candidate from 'interviewed' to 'proposed candidate.' <i>Enter the proposed offer information (do not include proposed salary).</i>
Applicant statuses	Verify that all other applicants have the correct and most up-to-date status. No applicant should have a status beyond 'Proposed Candidate.'
Applicant dispositions	Verify that all applicants have a disposition reason assigned to indicate why they were deselected for the position.
Written comments	Provide several sentences of written comments from the search committee about candidates who were interviewed to state why they were interviewed and why they were not selected. The comments should be based on the requirements for the position, rather than simply a comparison to other candidates. Provide written comments about the Proposed Candidate to explain why he or she is being put forward for the position. Note: It is fine to state in the Comments field "see Search Committee Narrative" rather than duplicating the comments in both places.
STEP 2: Documentation and Search Outcome	
Advertisement and outreach evidences	Verify that evidence of all advertisement and outreach conducted during the search has been uploaded. Verify that the actual search and recruitment efforts section has been completed.
Other documents	Upload all other documentation, including the Search Committee Narrative from the search committee, interview materials and notes, and any other materials.
Initial search outcome	Select the Initial Search Outcome – Proposed Candidate
Search committee chair survey	Remind the Search Committee Chair about completing the Search Committee Chair survey regarding the search, and verify its completion.
STEP 3: Submit for Review and Approval	
When complete submit the Search Report for review and approval	
STEP 4: Final Applicant Statuses and Close-Out	
When a final outcome is known – candidate is hired or declines an offer – return to update the candidate statuses and conclude the search.	

Resources:

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

Non-Senate E-Learning Tutorial: http://ofew.berkeley.edu/resources/Nonsenate_E-learning_Tutorial.pdf