

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 hrrservices@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](#)