

Before the Search Checklist

This will be attached to the requisition when submitted.

Position Title:

Search Chair/Primary Seeker:

Equity Advocate:

- Identify the need to conduct a search.
- Follow the internal process for the Dean/Director/Supervisor to bring the hiring request to Cabinet for approval to conduct the search.
- Send the first draft of the job posting to aweil@whitworth.edu to have the position added to NEOED.
- Select an Equity Advocate to serve as a key partner in the search process.

For searches that will replace an employee leaving the university, it is strongly encouraged to start this process while awaiting approval from Cabinet.

- Start a conversation about the recruiting/networking strategy with HR, VP of DEI, and EA.
Assess search timeline, departmental needs/opportunities/deficits, and departmental and institutional Equity, Diversity and Inclusion (EDI) goals.
- Finalize position posting reviewed by Search Chair/Primary Seeker and Equity Advocate.
- Complete the criteria matrix with EA.
- Select candidate rubrics and assessment tools.
- Discuss search committee composition with EA and recruit members to serve. Please provide a list of members below so HR can add permissions within NEOED; HR will add members to the requisition.
- Send invitation for search kickoff meeting to all committee members and required search invites. *Check out the Search Committee Kickoff Meeting Checklist!*

Staff Search Invites	Director-Level and Faculty Search Invites
August Weil HR rep Search committee members	August Weil HR rep Josh Orozco Office DEI Forrest Buckner Chapel Search committee members

- Complete the list of advertising sites on which the position should be posted below.
- Complete requisition in [NEOED](#).
- Requisition approval email will communicate position has been posted on the Whitworth job board and advertising has started. ** Please allow 1-2 business days for advertising to go live on external sites.*

External Sites for Posting

Search Committee Members