

## **Search Documentation Checklist**

Requisition #: \_\_\_\_\_

Position Title: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

Department: \_\_\_\_\_

- Search committee training confirmations
- Screening matrix containing the criteria and ratings used to narrow the initial applicant pool and select candidates to interview.
- Phone/Zoom interview evaluation (if applicable) for all candidates interviewed (anyone contacted who declines an interview should be noted on the screening matrix).
- Interview evaluation for all candidates interviewed (anyone contacted who declines an interview should be noted on the screening matrix).
- Selection documentation form (anyone who declines an offer of employment should be noted on the screening matrix).
- Signed copy of this completed **Search Documentation Checklist** attesting that the required documentation has been completed and submitted to University Human Resources.
- Reference checks
- Submit checklist and corresponding documents to:

*Via email: [krystyna.varnado@usm.edu](mailto:krystyna.varnado@usm.edu)*

*Via inter-office mail: Krystyna Varnado  
University Human Resources  
Box 5111*

\_\_\_\_\_  
Hiring Manager Signature

\_\_\_\_\_  
Date