Thanks for agreeing to serve on a Search Committee here at NKU. We appreciate the time and effort that you are dedicating to this important process. Please sign and return the confidentiality form to the chair of the search committee.

- The Web Address/URL for the PeopleAdmin site is: https://jobs.nku.edu/hr
- Use your designated username and password to login
- Choose Search Committee Member from the drop down list and make sure to refresh
- The applicant site is https://jobs.nku.edu

**Navigation bar and your name bar:**
The navigation bar is toward the top in blue, and includes “Home and Postings.” Your name bar is a white bar right under the navigation bar that includes your name.

**SUMMARY Page**

**REVIEWING APPLICANTS**
Click on Postings on the top menu bar and select the appropriate position type (faculty or staff). Search for job.
There are two ways to get to the Applicant Review Screen:

• To view the applications, click on the blue job title name link on the left, and then on the following page click on the blue Applicants link. OR

• You can hover over blue Action link on the right side of the job title, then select View Applicants.

From the Applicant Review screen, you will be able to perform several actions.

• To review an applicant’s application, answers to the supplemental questions, and attachments, you may either:
  o Click on the applicant’s name, OR
  o Hover over the blue Actions link on the far right of the screen across from their name, and select “View Application.”

• You can also export candidate information to Excel either by choosing to download the screening question answers or export results, which downloads the information that you see on your home screen.

Search Committee Chair Duties

This is a list of the chair’s typical expected duties:

• Serve as the liaison among the appointing authority, HR department, and any other ex officio members of the search committee.

• Convene the search committee and ensure that each committee member has completed search committee training/orientation.

• Coordinate the efforts of all committee members.
• Perform all duties of a regular committee member.
• Establish ground rules for the committee.
• Ensure that the intent of the charge is carried out.
• Assign duties to committee members, such as note taker, host, diversity advocate, etc.
• Coordinate administrative and logistical support of the search process.
• Help to recruit, identify, and contact potential applicants, to include diverse candidates.
• Work with the search committee to develop a screening evaluation tool according to job related criteria (i.e., position description, advertisement, charge, and organizational analysis), and without regard to stereotypes or presumptions regarding ability or disability.
• Review all applicant materials.
• Coordinate with other constituent groups to ensure their involvement, as appropriate, in the interview or selection process.
• Serve as lead host for candidates on campus.
• Identify internal candidates and serve as a liaison to them.
• Correspond with semifinalists/finalists.
• With the assistance of an ex officio member/staff assistant, arrange travel and accommodations for the interviews and schedule interviews.
• Ensure that proper records and minutes are kept of the selection process.
• Review late applications and bring them to the committee if they meet certain standards.
• Check references, when appropriate.
• Maintain the confidentiality of applicants, search proceedings, and committee deliberations.
• Treat all candidates fairly and equitably throughout the entire recruiting and hiring process.
• Advise the appointing authority of the person(s) the search committee recommends for the position.
• Perform other duties as requested by the appointing authority.