



## SEARCH COMMITTEE SUMMARY

- Search Committee Training must be completed prior to viewing applications. Once the training is complete, you will not be required to take the training again should you serve on additional search committees. This website also includes resources such as screening tools and example questions. <http://www.k-state.edu/hcs/tools/managers/recruitment/tools/training.html>
- To view applications, log-in to PageUp at <http://www.k-state.edu/hcs/tools/managers/recruitment/ats/>
- When reviewing applications, please score each applicant and add comments if needed. **\*Note: Comments are permanent and cannot be removed once posted, therefore please ensure that each comment is accurate and appropriate.**
- Once candidates are selected for an interview, contact candidates to schedule those interviews. Approval is not required. After all interviews are scheduled, please contact [cvmjobs@vet.k-state.edu](mailto:cvmjobs@vet.k-state.edu) with the dates and times prior to the interview. This information will be uploaded into PageUp and the candidates will receive a confirmation email.
- After interviews and reference checks have been completed, email [cvmjobs@vet.k-state.edu](mailto:cvmjobs@vet.k-state.edu) with the selected candidate's information. In addition, provide the non-selection reasoning for the remaining candidates. Upon notification, an Offer Letter template will be sent. **Please ensure that the salary is within the predetermined range and that a start date is noted.** This letter needs to be signed by the Hiring Manager and Department Head prior to submission to the candidate.
- Once the candidate has accepted and returned the signed Offer Letter, please forward the letter to [cvmjobs@vet.k-state.edu](mailto:cvmjobs@vet.k-state.edu). This will begin the onboarding process.

### \* HELPFUL HINTS \*

- When viewing the applicant card, click on **Form**, on the right side of the screen to view all documents uploaded by the applicant (cover letter, resume, references, etc.)
- For compliance purposes, all applicants must be treated equally, provided the same options and asked the same questions.
- When selecting interview questions, ensure that the questions do not ask the applicants marital status, race, birthplace, arrests, relatives and credit ratings.
- Human Capital Services, for the time being, is posting all job announcements on the K-State Jobs website, Facebook, LinkedIn, HigherEd Jobs, Chronicle of Higher Education, Inside Higher Ed and Math Jobs ALL FREE OF CHARGE.
- For candidates considering moving to the Manhattan area, community tours lead by the Manhattan Chamber of Commerce can be arranged. Relocation packets with listings of realtors and property managers can be mailed to the candidate by request.