

Merit Search Checklist

Step 1: Getting Started

Contact the Merit Employment Coordinator at 3-6110 to discuss the search process.

Review the position description and submit any edits to the duties to the Merit Employment Coordinator.

Complete [Merit Search Requisition](#) form and route for signatures. A search committee is not required but may be utilized. If a search committee will be utilized, designate the search committee members on the form. Consider the many ways to diversify the search committee. Each committee member must complete the required search committee training prior to reviewing applications. This training is good for one year and covers both P&S and Merit searches. Please visit the Learning & Development web page and click on Online Course Registration to register.

Step 2: Recruitment

Review the draft advertisement and position announcement provided by HRS. Submit edits to HRS for final review. HRS will post the position announcement on the UNI website and, if applicable, list the advertisement with agreed upon recruitment sources.

Step 3: Evaluate Applicants and Plan Interviews

After the application deadline, you will be contacted when the applications are ready to be reviewed.

Application materials are provided electronically via Google Docs to the search committee.

Evaluate each applicant and select the most qualified applicants for interview based on work experience, skills and abilities as it relates to the position description. Make note of any red flags including large gaps in employment, inconsistent dates or poor written communication for positions where written communication is important. Utilize phone screens to provide specific information to the applicants including hourly rate, work hours, and service schedule to determine continued interest and to ask some preliminary screening questions.

Notify HRS of applicants you are requesting approval to interview. Submit completed [Merit Pre-Interview Report](#) form and spreadsheet to HRS **prior to scheduling interviews**. HRS will contact you after the forms have been approved by OCEM.

Finalize interview schedule, times & locations. Set up interviews with the selected applicants. Develop specific job-related questions to ask each applicant. All applicants should be asked the same questions, allowing for individualized follow-up questions as needed. Contact HRS for assistance if needed.

Step 4: Interviews

During the interviews, provide each applicant the position description; allow them time to review it and ask if they can perform the essential functions of the position with or without reasonable accommodation; note the response in the interview notes/analysis forms. Contact HRS with questions or if an applicant says they may not be able to perform the essential functions with or without reasonable accommodations.

Evaluate applicants based on their qualifications and the full range of their strengths and experiences. Plan a search committee meeting to review results of interviews and to determine next steps. Gather additional information from applicant(s) and schedule a second interview if necessary.

Check references on selected applicant or the finalists if reference information is desired to finalize selection.

Step 5: Selection

Submit completed [Merit Search and Selection Summary](#) form. On the form, indicate the reasons why the applicant was selected and a narrative explaining the reasons for non-selection of each of the remaining interviewed applicants. Reasons should be based upon interviews with the applicants and the requirements listed in the position announcement. Obtain appropriate signatures as indicated on the form.

Once the Merit Search and Selection Summary form has been approved, HRS will provide the information to the hiring manager to extend the verbal offer. Once the offer is accepted, send the offer letter to the selected applicant. Submit the signed offer letter to HRS to start the background check. The applicant will receive an e-mail from the background check vendor and they will need to follow the instructions in the e-mail. HRS will notify the hiring manager and the applicants not selected for the position after the hire is official. Maintain interview notes/analysis forms for three years.