



JOLIET JUNIOR COLLEGE

1901

Search Guidelines Checklist

Search: _____ Department: _____

Committee Chair _____

_____ Committee Training by Human Resources: _____
By _____ Date _____

_____ Search Committee Members Selected (diverse group)

_____ Applications reviewed by all committee members using selection criteria: _____
Date (s) reviewed _____

_____ Final References Checked and Verified: _____
By _____ Date _____

_____ Notification of Opening Form (Attachment I)

_____ Verification of Personnel Action Form (PAF) Attachment II

_____ Applicant Listing Summary Form (Attachment III) Completed

_____ Search Process Evaluation Completed (form provided after search training)

Return to Human Resources