

Scheduling Coordinator Task List

Pre-planning

Hiring Authority and Scheduling Coordinator meet to review recruitment details.

Place holds on Search Committee calendars

Place holds on Hiring Authority's calendar

Book meeting rooms on campus

- Consider location, size, access

Reserve parking spaces

Interviews

Schedule Interviews with Applicants

- Via phone call/via email; leave voicemail when unable to reach; provide deadline for responding.
- Send follow up emails to Interviewees to confirm schedule; includes:
 - Position title & office – reference job #
 - Interview schedule
 - Location
 - Map and walking instructions
 - Parking instructions and permit
 - Names of Search Committee, working titles
 - Prompt, if applicable
- Save interview schedule details for record keeping
- Add interview details into Outlook and confirm schedules
 - Use candidates initials only when naming outlook invites. This is to protect candidate confidentiality.

Assemble Search Committee recruitment folders; one for each member

- Copy of JD
- Application materials
- Recruitment Schedule/Timeline
- Interview Questionnaire
- Recommendation Document (for Search Committee Chair only)

Set up meeting spaces

- Bottled waters
- Recruitment folders
- Projectors
- Conference calling/Virtual meeting set up

Other

Open Forums

- Redact PID on resumes for distribution to attendees. Only distribute actual resume.
- Provide feedback forms to attendees
- Collection of forms
- Enter into results spreadsheet to be sent to hiring authority

Travel

- Consider out of state candidates who may require travel

Search Committee Meals

- Consider meals for Search Committee should full day of activities be required

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