

## SEARCH DOCUMENTATION

Search Documentation to be submitted to [humanresources@mga.edu](mailto:humanresources@mga.edu) before an offer/hiring process can begin.

- x Submit search documentation include the following:
  - o List of applicants interviewed, if not denoted in OneUSG
  - o Interview schedule
  - o Interview Questions
  - o Interview committee listing (if applicable)
  - o Any tools used to screen applicants
    - f* interview criteria
    - f* evaluation rubric or ranking / scoring sheets
    - f* notes, etc
  - o Any additional documents submitted by the applicants
  - o Reference checks (if applicable)