

SEARCH DOCUMENTATION

Search Documentation to be submitted to 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)