SEARCH DOCUMENTATION

Search Documentation to be submitted to humanresources@mga.edu, before an offer/hiring process can began.

- 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

        ▪ interview criteria

        ▪ evaluation rubric or ranking /scoring sheets

        ▪ notes, etc

    o Any additional documents submitted by the applicants

    o Reference checks (if applicable)