

Search Committee Training

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May 15, 2024

The goal of any search is to successfully appoint the most qualified candidate. Every faculty and professional search provides us with the opportunity to attract the greatest candidate pool so to identify our future colleagues. Every search should be viewed as a strategic opportunity to enhance our faculty and professional staff, increase our campus diversity, embrace our institutional mission and realize our institutional vision.

Agenda

- Roles and Responsibilities
- Prior to the Search
- Recruitment/Search Begins
- Requesting First Round Interviews
- Requesting On Campus Interviews
- Completing the Search
- Diversity and Inclusion Resources

Roles & Responsibilities

- Talent Acquisition Manager: Helps innovate recruitment efforts, manages launching of the search and provides HR support throughout the search process
- Affirmative Action Officer/Deputy CDIO: Provides guidance for search diversity goals and requirements, creation of diversity statement rubrics, DEI questions, and strategies
- Dean/Cabinet Member: ensures equitable practices throughout the search process. Reviews EEO data, diversity statements, candidate application materials and DEI interview questions
- Search Committee Chair: Organizes search process from beginning to end and maintains a consistent and efficient search

- Search resources available on HR website page for all faculty and professional staff searches
- Submission of Long Ad
- Diversity Statement Rubric
- DEI related questions for first and second round interviews
- Short listed candidates are reviewed and approved by the Dean/VP/Provost, AAO/Deputy CDIO and Human Resources
- Requests for on-campus interviews are reviewed and approved by the Dean/VP/Provost, AAO/Deputy CDIO and Human Resources

Prior to the Search

The successful outcome of any search has its foundation in the preparation that occurs prior to posting the job vacancy announcement/long advertisement.

- **Preparing the position description**
- **Determining minimum vs. preferred requirements and qualifications**
- **The importance of providing a robust description of your department**
- **Developing a recruitment plan**

1. The VP/Hiring Manager discusses the search committee's diversity goals, strategies, and rubric with the Affirmative Action Officer and Deputy CDIO
2. The VP/Hiring Manager discusses the search committee's recruitment strategies for the search with the Talent Acquisition Manager (TAM)
3. The VP/Hiring Manager completes the Request To Fill (RTF) along with the long ad and submits them with an org chart in Interview Exchange
 - a. Long ad template is a word document: please complete the template and save it as a word doc and submit in Interview Exchange

Recruitment/Search Begins

- **Evaluating the Diversity Statement**
 - **Creating your Rubric**
 - **Reviewing Applicant Diversity Statements - you are quality control!**
- **Begin thinking about DEI Questions for On-campus Interviews**

1. Position is posted and advertised
2. VP/Hiring Manager and Search Committee Chair (SCC) work with the TAM to actively recruit applicants
3. Search committee members review all applicant materials, including diversity statements
 - a. Committee uses rubric to evaluate diversity statements
 - b. Committee drafts DEI question for first-round interview and shares with VP/Hiring Manager and Affirmative Action Officer/Deputy CDIO for review

Requesting First Round Interviews

- **Candidates must be placed in correct folders at each step of the process**
 - **No comments on candidate qualifications, etc. should be made in Interview Exchange**
 - **All search correspondence emails must include the position's Interview Exchange job number and position title**
 - **All candidate decisions must be communicated in writing**
1. SCC places candidates for review for first-round interviews in folder #1: "Short list" in Interview Exchange. All other applicants must remain in the "Inbox" folder
 2. SCC sends an email to the VP/Hiring Manager requesting review of applicants in folder #1: "Short list" (email must include Interview Exchange job number and position title)
 3. VP reviews all applicants' materials including diversity statements and reviews EEO data
 4. Once candidates on the short list are reviewed by the VP, the VP emails the AAO/Deputy CDIO and TAM to review the short list candidates' materials
 5. The AAO/Deputy CDIO and TAM review the short list candidates
 - a. AAO/Deputy CDIO and TAM email the VP results of their review and provide consultation as needed
 6. The VP emails the Hiring Manager/SCC approval to move the candidates in folder #1: "Short list" to either folder #2: "Short Listed-Not Approved" or folder #3: "First Round Interview List"
 7. Search committee conducts first round interviews (phone or zoom)

Requesting On Campus Interviews

- **Confirm appropriate number of finalists for on campus interviews with VP**
- **Draft DEI interview questions for review and approval**
- **Discuss budget for travel/lodging/etc. with VP prior to sending out invitations**

1. Search committee selects approximately three finalists for on campus interviews and moves the candidates to folder #4: “Finalist Interview List REQUESTED”
 - a. Committee drafts interview questions related to institutional/area DEI priorities/needs
2. SCC sends an email to the VP/Hiring Manager requesting review of finalists in folder #4: “Finalist Interview List REQUESTED” SCC and VP/Hiring Manager consult with AAO/Deputy CDIO on DEI interview questions as needed
3. The VP reviews the pool and EEO data to ensure search processes were fair and equitable for all applicants
4. The VP emails the AAO/Deputy CDIO the results of the review process, including final DEI interview questions.
5. The VP emails the Hiring Manager/SCC approval to move all approved candidates to folder #5: “Finalist Interview List Approved”
Candidates who are NOT approved must remain in folder #4: “Finalist Interview List REQUESTED”

****Please remember that each candidate’s on-campus visit itinerary must include a DEI conversation with the Office of Diversity and Inclusion. Jennifer Westcott (Jennifer.Westcott@oswego.edu) will assist with scheduling and answer any related questions you may have.**

Completing the Search

- **Complete the final search report**
- **Timely regrets must be sent to ALL non-selected candidates(with the exception of any that withdrew)**
- **Regrets must be sent through Interview Exchange**

1. Finalists are interviewed on campus
 2. SCC submits a draft of the final search report to the VP/Hiring Manager
 3. VP/Hiring Manager reviews the search report and makes a hiring decision
 - a. If approved, VP/Hiring Manager makes an offer
 - b. If not approved, VP and Hiring Manager decide next steps
 4. SCC notifies TAM of decision*
 - a. If a candidate is hired, SCC closes the search
 - i. Closing search step #1: SCC moves candidate hired to folder #6: "Hired"
 - ii. Closing search step #2: SCC sends regrets to ALL applicants
 - iii. Closing search step #3: SCC emails HR the final search report
 - b. If the search is not successful, SCC may fail the search
 - i. Failing search step #1: SCC sends regrets to ALL applicants
 - ii. Failing search step #2: SCC submits final search report to HR indicating "search failed"
 - c. If the search is not successful, SCC may keep the search open for further review of current candidate pool
- *SCC may consult TAM throughout process
5. VP/Hiring Manager completes appointment form in Interview Exchange for successful candidate

ALL DECISIONS SHOULD BE COMMUNICATED IN WRITING

Questions?

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Thank you!