

# Search Committee Training

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*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
- Chief Diversity and Inclusion Officer: 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 and reviews EEO data
- 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 Hiring Manager, CDIO and Human Resources
- Requests for on-campus interviews are reviewed and approved by dean/cabinet member

# 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 Chief Diversity and Inclusion Officer (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 pdf file to 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 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 CDIO and TAM to review the short list candidates' materials
  5. The CDIO and TAM review the short list candidates
    - a. CDIO or 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” and approval of DEI interview questions (email must include Interview Exchange job number and position title)
  - a. SCC and VP/Hiring Manager consult with TAM and 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 CDIO and TAM the results of the review process, including final DEI interview questions. CDIO and TAM provide consultation as needed
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”

# Completing the Search

- **When in doubt, check in with Sonja!**
  - **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!