

1	Develop criteria	<ul style="list-style-type: none"> <li>• Following a Search Committee training the committee is given access to the pool of applicants.</li> <li>• Review and sign the Confidentiality and Conflict of Interest Agreement form. Inform committee if you personally know a candidate or are related to one. Inform Search Chair in an email and state if you have the ability to judge candidate and entire pool fairly.</li> <li>• As a committee, discuss and develop a complete list of qualifications, experience, and skills needed to perform the job well. Use this list as a guide for the initial applicant screening.</li> <li>• Set a schedule for meetings and interviews.</li> </ul>
2	Interview questions	<ul style="list-style-type: none"> <li>• Develop the interview questions; develop skill demonstration (test or presentation) if fitting.</li> <li>• If using questions from a previous search, review and revise as needed.</li> <li>• Forward interview questions to Human Resources for approval.</li> </ul>
3	Screen applicants	<ul style="list-style-type: none"> <li>• Make notes on the Application Screening Matrix form to evaluate all the applicants in the pool. (The committee may create their own matrix.)</li> <li>• The Search Chair sorts the applicants into one of three folders in the hiring system: <ul style="list-style-type: none"> <li>○ Significantly exceeds or exceeds qualifications move to the “Yes” folder</li> <li>○ Meets qualifications move “Maybe” folder</li> <li>○ Does not meet qualifications move to the “No” folder</li> </ul> </li> <li>• The Search Chair sends a system generated email regret letter to applicants in the "No" folder.</li> <li>• All internal applicants (current benefitted employees) that meet the <u>minimum</u> qualifications are moved to “Yes” and receive an interview.</li> </ul>
4	HR and AA/EO review	<ul style="list-style-type: none"> <li>• The Search Chair emails Human Resources to request that the applicant pool be reviewed.</li> </ul>
5	Choose candidates	<ul style="list-style-type: none"> <li>• Skype or phone interviews increases the number of 1<sup>st</sup> round applicants screened, perhaps 6 to 10 candidates. Format should be short in length, about 15 minutes; ask fewer questions.</li> <li>• Choose 3 to 6 candidates for campus interviews.</li> <li>• The Search Chair conveys regrets to non-qualified internal applicants as soon as feasible (in person or by phone <u>and also in writing</u>).</li> </ul>
6	Schedule interviews	<ul style="list-style-type: none"> <li>• The Search Chair (or designee) contacts candidates for interview by email and/or phone; if the phone goes to voice message, leave a name and call back number along with possible interview dates and times. Email the <i>Fringe Benefits Overview</i> and <i>Learn More About Our Community</i> to candidates who do not live locally.</li> </ul>

7	Interview guidelines	<ul style="list-style-type: none"> <li>• Each committee member takes detailed notes during the interview.</li> <li>• Ask candidates the same interview questions; ask follow-up questions based on their responses.</li> <li>• Complete the Interview Rating form (Faculty and Professional Search Committees may create their own rating form).</li> <li>• Determine if the Department Head wants to meet the candidates at the time of interview. Faculty searches have specific guidelines (Refer to the department's search policy.)</li> <li>• Only qualified internal applicants should receive an interview.</li> <li>• After each interview use your notes to complete the interview rating form.</li> </ul>
8	Deliberate	<ul style="list-style-type: none"> <li>• Use all sources of information to determine finalist(s) (application, supporting materials, interviews and references, notes and rating forms); select the finalist(s).</li> <li>• The Search Chair (or designee) checks all of the finalist's references, reports the results to the entire committee and completes a reference form for each contact.</li> <li>• If the Search Committee decides to reconsider their choice based on the reference report, then they should consider the next best candidate; repeat the reference check process.</li> </ul>
9	Forward finalist(s)	<ul style="list-style-type: none"> <li>• The Search Chair should submit a written search summary to the Hiring Manger/Department Head/Chair with a justification the finalist(s) selection. (See <i>Narrative Summary Guide</i>)</li> <li>• A copy of the summary must be included in the search materials that are forwarded to Human Resources at the conclusion of the search.</li> </ul>
10	Conclusion	<ul style="list-style-type: none"> <li>• The Department Head/Chair contacts Tracy Daborowski in HR to start the appointment form approval process. (Dean of Faculty contacts HR for faculty positions)</li> <li>• The Search Chair (or designee) forwards all interview notes, rating forms and signed confidentiality forms to Tracy Daborowski in HR</li> <li>• The Search Chair (or designee) shreds any documents that were printed from the hiring system.</li> </ul>