

Search Committee Guide



Information & Tools for a Successful Search



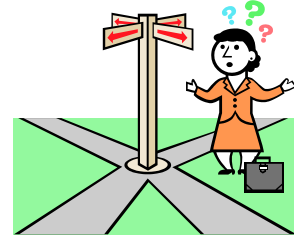
Welcome! You have been selected to assist in an important and valuable service to the university... being on a search committee. As a member of the search committee, you will play a significant role in candidate review, selection, interview and recommendation. Knowing what is expected, understanding the recruitment process, having the appropriate information and search tools, and being aware of how the search will be organized prepares you for the challenge of being a search committee member.

Being a member of the committee will take a fair amount of your time. Equally as important is having tools that make wise use of your time. The information and materials that follow will become valuable resources as you begin your role as a search committee member.

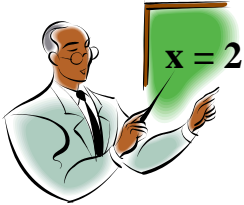
Information include in this guide covers:

- 1. Expectations**
- 2. Understanding the Recruitment Process**
- 3. Reviewing Resumes**
- 4. Preparing for the Interview**
 - a. Telephone**
 - b. Campus**
- 5. Search Tools:**
 - a. Planning Timeline Worksheet**
 - b. Resume Evaluation Worksheet**

Expectations



- **Know your committee members:** Understand the strengths that each person brings. They can offer expanded points of views, creative thinking, and increased information. Do not hesitate to call upon others if you have a question.
- **Make the search a top priority**
- **Attend scheduled meetings**
- **Understand/know the position**
 - Review the job description
 - What qualifications are required (degree, years of experience, etc.)
 - What skills are needed
 - What strengths are needed
- **Review all materials**
- **Maintain candidate confidentiality**
- **Participate in interview process**
- **Task assignments:** Be responsible and follow through on the task assigned to you by the search chair
- **Maintain established deadlines/timeframes**
- **Set meeting dates** - dates can be readjusted when necessary – (Meeting dates will be identified by search chair)



Understanding the Recruitment Process

- **Recruitment and Selection Procedure Manual (s)**
 - **Recruitment Checklist** – First stop on your roadmap to success
(See *Staff Recruitment & Selection Manual* or your *Faculty/Librarian Recruitment Manual*)
 - **Required Forms** – One person should follow the paperwork through the committee and approval process
 - Request to Recruit (HREO1)
 - Position Detail Forms
 - Job Description (*Staff positions only – available on HR website*)
 - Faculty Web Posting Form (*Available on VCAA website*)
 - EEO Information Request (*Faculty positions only – see manual*)
 - Request to Interview - **Must** be completed before formal interviews can begin. (*Telephone interviews may be conducted prior to request.*)
 - Be aware of how many candidates may be interviewed
 - Verify what expenses/amounts will be covered for applicant
 - Applicant List
 - Request to Extend Offer
 - Request to Hire
 - Hiring Report

All forms are available in the new on-line employment system and on the AA/EEO website: <http://www.ipfw.edu/eoaa/>
- **Follow the steps, complete the forms, determine what’s needed/not needed**
 - Ex. Telephone interviews – may or may not be necessary
- **If in doubt about a particular step, call Human Resources for guidance**
- **One person should be assigned the task of following the paperwork through the committee and the approval process**
- **One person should be assigned the task of contacting candidates and scheduling telephone interviews (if needed) and campus interviews**



Reviewing Candidate Information

One of the most important responsibilities you will have as a search committee member will be to evaluate applicant resumes.

- **Resumes**

- **STAFF POSITIONS:** Each member of the search committee will have access to the on-line employment system, Taleo, and will be able to review and print candidate resumes and candidate responses to pre-screening questions.

NOTE: Search members must attend/arrange training before they are granted access to the on-line employment system. *(Human Resources will make contact to arrange training.)*

- **FACULTY POSITIONS:** Determine the method of distribution for resumes

- **Review/Evaluation** - Individually review and assess the resumes you receive using the resume evaluation form, if one is provided by the search chair. *(Evaluation form will be provided by Search Chair.)*

- Do not write on any material provided from candidates - resume, cover letter, etc.
- Evaluate resume based on requirements of the job – nothing else. No bias based on race, national origin, citizenship, religion, gender, sexual orientation, disability, age or other protected classification should be part of your evaluation.
- Evaluate resume based on attribute list provided by search chair/hiring manager

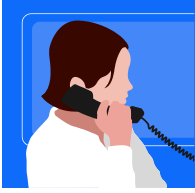
- **Choose** – Select your top five *(or number designated by Search Chair)* candidates based on job requirements and the list of attributes desired. **(Use evaluation form provided by Search Chair.)**

- **Maintain candidate confidentiality:** Names are not to be revealed to others outside the search committee until they have reached the finalist stage

- **Prepare** to discuss your selection – strengths, weaknesses – at the review meeting

- **Select candidates:** As a group, review candidates, and determine who will proceed to the next stage – interview *(phone or campus).*

Preparing for the Interview



Telephone Interviews

- **SCHEDULE:** Telephone interviews may be conducted – group or designate one person. Contact candidate to establish a time for telephone interview. *(This would be a good time to verify salary range information so time is not wasted with candidates who are not interested in the position due to salary.)*
- Telephone interviews should be no more than 30 minutes
- Review applicant materials, provide salary range for position
 - **Prepare questions:** All applicants should be asked a standard set of questions – Avoid illegal questions (See Recruitment Manual)
- Make sure to test equipment – speakerphone, etc. – if doing group interview
- Introduce participants
- Let applicant know how interview will be conducted
- Ask questions about the resume
 - Why is the person interested in leaving current position
 - Ask about gaps in employment, profession changes
 - Ask one to two technical questions about the job
 - Ask follow-up questions as appropriate
- Ask interviewee if he/she has any questions
- Explain the next step in the selection process
- Thank candidate for his/her time
- Review interview notes and rate candidates after telephone interview to determine if you want to bring candidate on campus for interview



CAMPUS INTERVIEWS

- **Prepare for the Interview**
 - Reserve room (s) for interview
 - Whom do they need to see?
 - What do they need to see? Campus tour?
 - What do they need to know about the position (*provide job description*)
 - **Lunch** – (Time to relax – but still be aware that you are interviewing.)
- **Provide a favorable impression**
- **Interview Questions (Prepare, Prepare, Prepare)**
 - What questions are important – what questions should you ask
 - Be aware of what you should not ask (*See Recruitment Manual*)
 - **Interview Questions should target or relate to the qualities you are searching for in a candidate:**

Examples:

- What have you done to prepare yourself to be a supervisor?
- How do you motivate employees?
- What aspect of supervision do you find the most difficult?
- Tell me about a situation where you became frustrated or impatient and how you handled it.
- Tell me about the software you have used and how you used it.
- How do you decide what to delegate and to whom?

Do not be afraid to ask:

- Why do you want to leave your current organization
- Why did you leave XYZ corporation
- **Set date to review interviews – the earlier the better**
 - All notes relating to interviews should be collected/combined
 - All interview notes are to be kept in department for three years
- **Make recommendation on 2nd interviews (if necessary) – final decision rests with department head**