

James I. Perkins College of Education

Search Committee Training – Key Points

- **The committee responsibilities should be well defined.**
- **Roles of each committee member should be identified early in the search process.**
- **Hiring matrix criteria and interview questions should be developed by committee members and sent to the unit head and dean for approval BEFORE going to HR.**
- **Efforts should be made for diversity considerations.**
- **As of September 1, 2015, Veteran Preference in place.**
- **Postings or any advertisement must be approved by Marketing Communications and the office of the Provost.**
- **In reviewing candidates, all are to be treated equitably.**
- **Interview questions need unit head approval as well as approval from the dean before sending them to HR for approval.**
- **Notes from the interview session must be retained and should focus on the facts. Academic unit heads will retain the files from faculty interviews.**
- **Candidates are ensured confidentiality until interview completed. Avoid using outside media sources such as Facebook or LinkedIn.**
- **The interview process can be completed through SKYPE or in person. Regardless of the interview format, all questions should be the same and only job related.**
- **The interview process should include a presentation of a research or creative endeavor, an opportunity for the committee to see an active teaching lesson or be involved in an online learning environment, and the involvement of department faculty.**
- **Ending the practice of driving to and from airport protocol has been suggested.**

- **Include an ADA question, “Can you perform the job duties with or without a reasonable accommodation?” The type of accommodation needed cannot be asked.**

- **During the interview process, candidates must be informed of the following**
 - **Mandatory participation in retirement program**
 - **Possible available fund for moving expenses**
 - **Waiting period for medical insurance**
 - **Schedule of paychecks – October 1, new fall faculty**
 - **Work day and hours scheduled**
 - **Different types of leave available to all faculty**
 - **University policies**

- **References checks should include previous or immediate supervisor when possible.**

- **Reference check questions should be approved at the unit head, dean, and HR levels.**

- **HR will conduct a criminal history check**

- **Recommendations are made by the unit head to the dean. The dean makes the recommendation for employment to the Provost.**