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.