Stephen F. Austin State University
Search Committee Training

Human Resources
468-2304
Getting Started

• HR is available to answer questions about the process and will provide a demo on PeopleAdmin system as needed.
• Committee is required to follow all policies and employment laws.
• HR will discuss affirmative action outreach.
Committee Responsibilities

- Discuss and review the position description to be posted.
- Determine the timeframe and any search deadlines.
- Consider special instructions for applicants regarding what items they must submit for consideration.
- Ideally the committee should be of diverse makeup and be composed of an odd number of members.
Advertising

• HigherEdJobs.com posting is automatic and paid for by Human Resources.
• If a decision is made to advertise further, the ad must be approved by University Marketing communications.
• Faculty ads must also be approved by the Provost Office.
• Posting requirement is at least 10 days.
Confidentiality

• Internal and external candidates are to be treated the same.
• Records and identities of candidates are to be kept confidential until the committee is ready to make their recommendation or the candidates come to campus for an interview.
Confidentiality

• All transactions, notes and records are confidential and are subject to the Texas Open Records Act.

• Record facts only and do not editorialize or make unnecessary comments in writing.

• Retain all written notes for 2 years and 1 day. Applicant information is retained in the online system.
Screening/Interviewing

• Review the applicant documents to determine who should be interviewed.

• Telephone interviews are recommended initially if candidates are not local. SKYPE. Look for red flags (e.g. numerous moves) and address during interview.

• **Hiring Matrix is required and must be submitted to HR via email.** Required!

• Conduct reference checks, include a supervisor, **may** include people not listed as a reference.

• Contact HR if candidate is a former or current SFA employee.
Screening/Interviewing

Continued

• Please mention the salary range to ensure the candidate is interested. Ask “what are your expectations?” during SKYPE interview.
• Inform candidate of mandatory participation in retirement program.
• Inform candidate if funds are available for moving expenses.
• Inform candidate of 90-day waiting period for medical insurance.
Screening/Interviewing

Continued

• Interview questions should be job related only. **HR must review interview questions prior to interviews.**
  (Send via email.)
• Ask the same questions of each candidate.
• Order of interview – ask your open-ended questions **first** before telling them about the position.
Screening/Interviewing
Continued

• Reference materials available about topics to avoid, sample questions, etc.

• http://www.sfasu.edu/hr/181.asp
Screening/Interviewing

Continued

• Ability to work in U.S. and criminal history questions are now asked on the faculty/professional profile.
• At the time of the interview on campus, you must ask the ADA question: “Are you able to perform this job either with or without accommodations?” (This question must be asked of all applicants!) Selective service requirement is covered in orientation paperwork.
Candidate Selection

• Once candidate has been selected, Committee Chair is responsible for completing the non-selection codes on the other candidates in the PeopleAdmin system.
• Criminal history on selected candidate will be completed through HR.
• Request applicant to sign form.
Appointments / New Hire Orientation

- Provost office makes all faculty offers.
- Staff offers made by hiring department.
- Once criminal history check and EPAAF are received by HR office, employee may be scheduled for orientation.
PeopleAdmin Site

- Use this link to log into the PeopleAdmin system to view candidates for your posting:
- http://careers.sfasu.edu/hr