



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.

Appointment / New Hire Orientation

- Provost office makes all faculty offers.
- Staff offers made by hiring department.
- Once criminal history check and EPAF 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>