

Search Charge Overview

- The search committee is made up of representatives from across the College
 - Do you have the right mix of people?
 - Your job is to screen candidates and make recommendations, not to select
 - Hiring manager makes the final selection decision
- Reviewing resumes
 - Have a matrix
 - Know what you're looking for
 - Prioritize the resumes – Yes, No, Maybe (move them in Interview Exchange)
 - Do you have diversity in the candidate pool?
 - If no, speak with HR
 - If considering a candidate requiring visa sponsorship - must speak with HR
 - Posting must close before phone interviews can begin
- Internal applicants must go through the same process as external candidates
 - Internal candidates need to be interviewed first
 - Interview internal candidates as though you don't know them
 - Adjuncts and temps are not considered internal
 - Internal candidates should be told why they do not meet the qualifications before interviewing external candidates
- Develop a time table/search calendar
 - Reserve the time slot and rooms for the entire process
- Build a list of behavioral interview questions
 - Situation, action, response
 - Ask follow up questions
- Phone interview should be the toughest interview the candidate has
 - Leave time for the candidate to ask questions
 - Beware of candidates with no questions
- In person interviews
 - Who should they meet?
 - Presentation?
 - In-box exercise?
 - Meals?
 - Tour?
 - ½ hour with HR - benefits
 - Escort the candidate from person to person
 - Candidates needing special accommodations – speak with HR ahead of time
 - Check in with UPD for parking permit on interview day
- Avoid asking “illegal questions”
- Don't disqualify candidates based on geography
 - Don't ask or think “why would he/she want to live here”
- Travel reimbursement

- Has to be at least a 100 mile round trip
- HR makes hotel reservations
- HR processes travel reimbursement
- \$100 maximum reimbursement for in-state candidates
- Generally \$600 maximum for out-of-state candidates (check with HR if needs to be more before candidate books travel)
- HR has CAS card to pay for applicant's lunch (+1 other)
- Conduct at least 2 professional references
 - Standard questions and ask about what concerns you
 - HR will run social media checks for finalists
 - Don't Google search!
- Justification
 - List pros and cons of each candidate interviewed on campus
- Confidentiality
 - Inform the committee if you know any of the candidates
 - No discussion about the candidates outside the search committee (hiring manager OK)
- Track applicant flow in Interview Exchange
- Once a candidate is selected, the hiring manager makes an offer
 - Contingent upon a cleared Criminal Background Investigation
- Appointment letter is created by either HR or the Provost's Office
- Better to fail a search than make a poor hire