Affirmative Action, Equal Opportunity and Diversity Search Procedures

ALL JOB VACANCIES REQUIRE AN ONLINE APPLICATION

The Safari Browser for Mac is not compatible with this online application process.

A. Search Chair Responsibilities:

1. Complete search procedure training.
2. Compile the initial search documentation.
3. Explain the requirements of serving on a search committee to all members.
4. Ensure that the search committee understands the search process.
5. Coordinate search committee meetings.
6. Complete Master Rubric documenting evaluation of all applicants and submit to AAEOD and HRA with interview pending and HOLD requests.
7. Ensure accurate applicant status in the HRA system during entire search process including when requesting interview pending/HOLD candidates and also again when recommending hire.
8. Regarding recommended hire, after candidate has accepted position, the recommended hire should be the only remaining active candidate in the HRA system.
9. Ensure interview notes are taken during the interview process and submit to AAEOD at the conclusion of the search process.
10. When posting an open until filled position, be sure to send a request to HRA to close the posting once an offer has been accepted.
11. On behalf of the university, formally communicate with candidates interviewed and finalists who were not recommended for hire.
B. Search Committee Members’ Responsibilities:

1. Complete search procedure training.
2. All members of the search committee are charged with the responsibility of assisting with evaluating applicants for interviews, participating in the interview process and selecting or recommending the final candidate(s).
3. Search committees have two options when evaluating applicants:
   a. Each member must evaluate all active applicants or
   b. Using a division of labor method, applicant pool can be divided among search committee members for review, each member would only evaluate applicants assigned to them.
      
      **Note:** Each committee member must complete an applicant rubric for the applicants they evaluate.
4. Neither the search chair nor the search committee members may serve as a reference for candidates in the pool for which they have assumed search committee responsibilities.
5. Search committee members are cautioned to limit their evaluation of applicants to the material submitted by the applicant against the required and/or preferred qualifications.
6. Personal information about applicants known by search committee members may not be utilized in the evaluation of candidates.

C. CONFIDENTIALITY

Information obtained regarding a candidate, including the status of an application within the process, must remain confidential throughout the process and thereafter. No search committee member may contact an applicant individually or discuss the qualifications of a candidate outside of the search committee. In accepting search committee membership, each member assumes responsibility not to mention any candidate’s name or status, or the content of any search committee’s conversation to any non-committee persons within or outside the institution.

**Note:** Paper copies of CVs, resumes and cover letters must be shredded.
D. Completion of Applicant Listing Workflow State

1. Determine if the applicant is qualified using the numbered required qualifications.
2. List specific non-select reasons for all applicants you do not wish to interview. If lacking/weak they should relate directly to the numbered required qualifications stated in the job posting i.e., applicant lacks/weak in required qualification #__. If the applicant meets all qualifications and is identified as not interviewed/not hired use non-select reason minimum qualifications not as strong as other candidates.
3. Select which of the qualified applicants you would like to interview and identify as interview pending. (All qualified applicants do not have to be interviewed.)
4. If deemed necessary you may identify up to 20% of your qualified candidate(s) to be placed on hold. “Hold” status allows search committees to return to the pool of candidate(s) for future consideration. **Note:** Qualified candidates are those remaining after committee evaluations.
5. If you do not go back and interview candidates placed on hold, those “Hold” status candidates should be changed to not interviewed not hired with a non-select reason, “Required qualifications not as strong as candidate selected.”
6. You CANNOT contact candidates until the request is approved by the staff of AAEOD and the staff of HRA, or, if faculty, the staff of AAEOD and the respective Dean of the college.

**DOCUMENTATION:** A MASTER RUBRIC EVALUATION OF ALL APPLICANTS MUST BE COMPLETED AND FORWARDED ELECTRONICALLY TO THE AAEOD OFFICE WHEN REQUESTING INTERVIEW APPROVALS.

A MASTER RUBRIC is a consolidation of all committee members’ evaluations developed by the chair.

The Applicant Evaluation Rubric can be found on the Affirmative Action Website under Search Process.
E. References

1. Only the references listed by the applicant may be contacted. Reference checks may be conducted either before or after the interview process.
2. If candidate(s) received poor or inadequate references, the non-select reason is available in the drop down menu.
3. If you wish to contact references not listed, approval must be granted by the candidate(s).

**DOCUMENTATION: NOTES FROM ALL INTERVIEWS MUST BE FORWARDED ELECTRONICALLY TO THE AAEOD OFFICE AT THE END OF THE SEARCH PROCESS.**

F. Approvals for Interview Pending and Hold

1. The search process requires approval for interviews:
   a. For STAFF positions, AAEOD and HRA.
   b. For FACULTY positions, AAEOD and the respective dean of the college.
2. For interview pending and hold approvals, candidate(s) status in the system should read “Interview Pending” and/or “HOLD.”
3. All requests for approvals from the search chair will be accomplished via email with the SUBJECT LINE indicating the POSTING NUMBER (SFXXXXX) or (FXXXXX).
G. Interviews

*Approval for interviews pending indicates approval for both preliminary and on-campus interviews and Hold status candidates.

1. Preliminary
   a) Preliminary conference telephone and Skype interviews are recommended.
   b) Have as many of the search committee members in attendance as possible.

2. All interviews must be conducted with as much consistency as possible.
   a) Ask the same questions of each candidate.
   b) Have the search committee members attend each interview.
   c) Whenever possible, invite the same community members to meet with each candidate.

3. On-Campus*
   a) All finalists must be interviewed on campus.

H. Recommended for Hire

1. The search process for recommending STAFF for hire requires approval from AAEOD and HRA.
2. The search process for recommending FACULTY for hire requires approval from AAEOD and the respective dean of the college.
3. To recommend candidate(s) for hire; candidate(s) status in the system should read, “Recommended for Hire”.
4. SALARY offers for STAFF requires approval from HRA and for FACULTY, the respective dean of the college.
5. Once the recommended for hire has accepted the offer, only the recommended for hire should be in the HRA system.
6. Submit the Employee Action Form (EAF) to complete the search process.
7. THE EAF CANNOT BE PROCESSED until all active candidate(s) status and non-select reasons are entered into the system.