

ESF SUMMARY OF INFORMATION FOR SEARCH COMMITTEE MEMBERS

The Search Committee Chair has received several additional files of helpful information pertaining to the search process including: the vacancy announcement and advertising, candidate screening and evaluation, on-campus and telephone interviews, and reference checks. The Search Committee Chair may share these files with search committee members as appropriate and requested.

The following is additional information for each search committee member. Any individuals or groups (including campus open forum) who meet with candidates outside of the search committee should be given the document ESF Interview Questions – Sample and Unlawful. Candidates should not be scheduled for any one-on-one meetings other than with the President, VP's, or the position's Unit Head/Department Chair without checking with the Office of Human Resources.

1. Confidentiality and Communication

- The search committee process needs to remain confidential to protect the applicants, the college, and so that committee members feel free to share their opinions. Confidentiality does not end after the search has concluded.... it's "forever".
- Regardless of whether an applicant is internal or external, discussions about applicants should not be shared with persons outside the search committee. Statements made by search committee members within the confines of a search committee meeting should NOT be disclosed. For instance, it would be inappropriate for an applicant to learn that s/he was the second or third choice.
- The Search Committee Chair is solely authorized to speak on behalf of the committee to the candidates unless otherwise designated, for both internal and external candidates. In very general terms search committee members may disclose where the committee is in moving the process along, ONLY if there are no internal candidates who are applicants. If there are internal candidates care must be taken to share information carefully and at the appropriate time. Information should not be shared about the process until any internal applicants have been notified.
- The Search Committee Chair will handle communication when members of the college community are invited to participate, such as an open forum. Permission from the candidate needs to be received before sharing of their submitted documents. All contact information of the candidates also needs to be removed from those documents before shared with the college community. Documents should not be given out but a copy should be made available for viewing.
- Email is not a secure way to communicate information about individuals (email can be used for general communication related to the committee process).
- Breaches of confidentiality may result in a search committee member being removed from the committee. If a serious breach occurs, a disciplinary investigation may be initiated.

2. Qualifications and Advertising:

- The vacancy announcement, especially the required and any preferred qualifications, should be reviewed to insure it is not too narrow. Required qualifications are those necessary to perform the job (i.e. an employee cannot perform the job without it, cannot be trained, etc.)
- Required qualifications must be met by any candidate for that individual to be considered further. For instance, if two years of experience in a particular field is required, a candidate possessing one year and eleven months would not qualify.

- Appropriate advertisement should be determined to attract a diverse pool of candidates, through journals, newspapers, web sites, listservs, targeting certain university programs, etc. Please forward to the Search committee chair any such advertisements you are involved with, such as forwarding to a listserv.
- Consistency is important in advertising - do not use different wording even to shorten an ad, instead, refer to the campus web page for the full vacancy announcement.
- The Human Resources representative will advise on whether or not this position is in a job group that is underutilized for women and/or minorities and any additional recruitment efforts that may be necessary.

3. Social Media/Facebook

- Search Committee members are prohibited from using social media as a means to uncover information about any applicant.
- Do not "Friend" or link to any applicant based on the search.

4. Search Committee Representation

- Search committee members serve as campus ambassadors and should be reminded to present themselves in a professional manner and treat candidates respectfully, whether or not they see the individual as a good candidate for the position. In addition, search committee members should be aware of that any remarks about the region, weather, budget, etc. should not be stated in an overtly negative manner that could deter candidates.
- The entire on-campus interview, including meals, between meetings, escorting candidates, etc., is "on-the-record". The same guidelines apply regarding questions that should not be asked, discussed, or elaborated upon, even if the candidate brings it up.
- The Search Chair and/or search committee members may be asked to assist during interviews, such as making sure candidates have escorts to various meetings and are provided appropriate restroom, meal, and presentation preparation breaks (helpful if included on interview schedule), as well as amenities such as water.

5. Documentation:

- Certain documentation must be kept for the annual Affirmative Action Program update, as well as legal reasons, such as obtaining work authorization for non-citizens, or to defend a discrimination case.
- All documentation from search committee members (e.g. interview notes, summary of references, advertisements/listservs, etc.) must therefore be kept and forwarded to the search committee chair at the end of the search.
- The search cannot be validated by the Human Resources Office without the required documentation, and no offer of employment may be made to a candidate without this validation.