Search Committee Training
HR Checklist

- Vacancy Announcement
- Committee members and questions
- Notebook
- Screening of applications
- Original apps to HR
- Interview
- Reference Checks
- Background Check with HR
- Recommendations with salary calc from Business Manager
- Notification of offer and selection
- Return all materials
More than a Gut Feeling

Behavior Based Interviewing
Legal Handout

BFOQ
Bona fide occupational qualifications

Protected categories:
Race, age, sex or gender, national origin, religion, or disabilities
How to Conduct the Interview

PCC Basics!
- Send letter
- Create environment
- Dress appropriately
- Be on time
- Remember Confidentiality
- Prepare for interview
- Establish rapport
- Give agenda
- Go over application
- Past performance open-ended questions
- Clarify, allow silence, control the interview
- Seek contrary evidence
- Allow questions
- Go over job description
- Close the interview with timeline
- Review your notes and summarize your thoughts, use the Candidate Performance Summary Chart
Interview-itis

‘Same as me’
Search Committee Guidelines

- Purpose
- Role of Vacancy Supervisor
- Vice President
- Role of the Committee Chair
- Structure of the Committee
- Committee Work
- Committee Report
- Role of Human Resources
Enhanced Search Process

- Welcome package
- Confirm travel and lodging
- Arrange transportation
- Arrange local tour
- Arrange campus tour
- Arrange appropriate meetings, president, groups, campus, HR for benefits,
- Arrange interview or presentations - Day Schedule
- Schedule meals and breaks
Remember:

- Departmental orientation sheet
- Transcript evaluation sheet
- Evaluation process during probation
- HR orientation and payroll information
- Supervisory training