Search Committee Basics

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What is the Primary Responsibility of the Search Committee?
The Search Committee is tasked with finding the most qualified candidate for the respective open position!
Step 1- Develop Screening Criteria

• The Search Committee MUST develop screening criteria that is job specific and consistently applied
  • Examples include a rubric, ranking or weighting method to assess applicants
• Please consult Scott or Chanie in Human Resources with any questions to ensure criteria is lawful and non-discriminatory
  • Your department may have something developed from previous searches for the same position
Step 2- Create a list of interview questions

- A list of legal interview questions have been provided with this presentation
  - Select the number of questions based on Search Committee size and length of time of interview
- Selected questions should be asked consistently of each candidate
- No candidate may be questioned about their ethnicity, family size, physical health, age, religion or marital status
- A word of caution:
  - If a candidate mentions an “off-limits” topic in the course of answering an interview question, IT DOES NOT OPEN THE DOOR FOR FURTHER INQUIRY!
  - Politely move on to the next question
Step 3 - Establish a Shortlist of Candidates and Conduct Initial Phone Interview

- Human Resources strongly encourages the Committee to include diverse (but QUALIFIED) candidates.
- Keep phone interview brief, but ask pertinent questions that will allow the Committee to narrow the candidate pool.
- Utilize some sort of tool to track each Committee member’s thoughts/ratings of each candidate to more easily pare down who is going to be brought to campus for an in-person interview.
- Internal candidates must meet the minimum qualifications for the job!
  - Must go through the entire process - no exceptions!
What About Disclosing Salary?

• It is acceptable to disclose the salary for the open position
• May disclose during the phone interview
• Absolutely should disclose prior to the candidate being invited to campus for an in-person interview
  • Avoids negotiating at the offer stage
Step 4-On Campus Interview

• Invite finalists for a campus interview
• Determine if it is necessary for the final candidates to do some sort of skills test or presentation and inform them beforehand so they can be prepared
• If finalists are meeting with Administration or other stakeholders make arrangements ahead of time to keep the process running smoothly
• Again, use a some sort of tool to track Committee member’s ratings of each finalist
• More than one interview is permissible if needed to select the best possible candidate
Step 5- Select Final Candidate and Check References

• Select the final candidate
• Search Committee Chair will check the selected candidate’s references
  • Caution: Search Chair may only check reference supplied by the candidate!
  • However, Search Chair may ask for different or more references if necessary
  • DO NOT contact anyone else without the candidate’s permission!

• A word about checking Social Media sites
  • It is UNLAWFUL in many states to ask a candidate for their social media passwords
  • No “creeping”-let Human Resources check out social media accounts to the extent possible
Step 5-Continued

• Complete Search and Hiring Report portions of the Search Plan Document
• Must be approved and signed by the Search Committee Chair, appropriate VP and the Director of Human Resources
• Job offer is made by the Search Committee Chair after all signatures and approvals are obtained
Step 6-Offer of Employment

• A verbal offer of employment is made by the Search Committee Chair.

• Upon the candidate’s verbal acceptance, Chanie in Human Resources will generate a formal offer letter and issue the link for a background check for all STAFF POSITIONS. The Provost’s Office handles all FACULTY offer letters.

• Please note a criminal background check is conducted on all potential employees; offer is contingent on the results!

• Search Committee Chair will contact those candidates not selected after the signed offer letter is received and inform them the position has been filled and thanking them for their interest.
Any Questions or Final Thoughts?