



# 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?

