

SEARCH COMMITTEE DO'S

1. Do be consistent throughout the entire process!
2. Do take time, at the beginning, to talk through the entire process before instituting a process or decision you won't want to live with or cannot implement later on.
3. Do consult with the Assistant to the President for Social Equity whenever necessary for assistance.
4. Do assign someone to maintain an accurate written summary of each meeting, and other materials used throughout the search process.
5. Do insure that the job description and job announcement reflect those duties and responsibilities required for the job.
6. Do establish reasonable minimum requirements which candidates must meet to be considered.
7. Do establish clear deadlines for submission of applicants' materials.
8. Do establish what is considered to be a complete application. Encourage identified under-represented groups to complete their applications.
9. Do prepare and utilize a screening instrument that evaluates desired knowledge, skills, and abilities of each applicant using your vacancy description and announcement as a basis.
10. Do prepare and utilize a letter acknowledging receipt of application materials indicating those items not yet received.
11. Do send "Equal Employment Data Collection Forms" to each applicant to obtain race, sex, etc, data needed at the completion of the search.
12. Do allow only those committee members who have reviewed each application under consideration to participate in screening liberations.
13. Do establish the desired number of candidates to be interviewed and desired number of alternates if needed.
14. Do provide an opportunity for each committee member to speak in support of those applicants

being considered for elimination.

15. Do make a conscious effort to include qualified and minority applicants, especially in areas of under-representation, in the finalist pool.
16. Do prepare and utilize an interviewing instrument to evaluate candidates' presentation and responses.
17. Do prepare and utilize general questions which are legal to be asked of each candidate.
18. Do be consistent in exposing each candidate to the same interviewing process, including questions asked and constituencies seen.
19. Do establish a procedure of how reference checks will be made and who will make them.
20. Do discuss how and if recommendations from constituency groups will be considered.
21. Do allow only those committee members who have consistently participated in the process to participate in the selection deliberations.
22. Do complete all required hiring paperwork including the Search Committee report forms and insure that documentation specifying reasons for elimination of applicants is defensible and maintained.
23. Do send notices of rejection to finalists and alternates after your recommended candidate has accepted the position.