**Search Committee Meeting**

A. Please refer to the **Search Committee Guide** and **Posting a Job Guide** for details regarding posting the position announcement.

1. The **Search Committee Guide** discusses the information that the Hiring Manager and Search Committee will need to provide for entry in the Talent Management System. The Hiring Manager, Search Committee Chair, and possibly Search Committee Members ideally work together to develop the Job Posting Request form.

2. **Posting a Job Guide** is used after the IPAS has been approved and the Search Committee has had its kick-off meeting. (This replaces the 1-75 form.)

**Evaluating the Applicant Pool**

* + 1. Develop an Evaluation Matrix. Determine how criteria will be evaluated and weighted. Criteria should be consistent with the “Qualifications” section of the Position Announcement.
    2. Review applications. Please refer to the **Applicant Review Process Guide** for instructions on how to utilize the Applicant Tracking System.
    3. Evaluate applicants utilizing your evaluation matrix:

1. Has applicant submitted all requested material by due date?

2. Does applicant meet the published minimum qualifications?

* + Does the person hold the educational qualifications required?
  + Does the person have the minimum required experience?

**If the answer is no to any of the above questions, the person is not qualified and should be eliminated at this step in the process.**

* + 1. Discuss individual ratings, reasons for choices, minimum and desired qualifications and reach consensus about semi-finalists for position.
    2. Prior to contacting candidates for interviews please send your Evaluation Matrix, which includes rankings of all candidates, indicating who has been selected for telephone/on-campus interviews, to the AA/EO and Diversity Office for approval and review. (CC: HR Consultant).
    3. Employment references should be checked prior to bringing individuals to campus for interviews.
    4. Ensure confidentiality. The details of the search including who has applied, how many applications were received and where the committee is at in the process should all be kept confidential. It is important to not share information with others outside of the committee. Once applicants are invited and accept a campus visit, the names of those finalists can become public. Information.

**Interviewing Process**

A. Prior to contacting selected candidates, you may send interview questions to your HR Consultant for review.

B. Telephone interviews may be scheduled to obtain additional information about qualifications, experience, knowledge, and/or skills.

C. Only job-related questions which enable the interviewer to collect data to indicate the candidate's ability to do the job should be asked. The same questions in the same manner should be asked of all candidates. Consistency is key.

1. The following matters may be discussed: the duties and responsibilities of the job, the organization's missions, programs, and achievements, career possibilities and opportunities for growth, development, and advancement, where the job is located, travel, mobility, equipment, and facilities available, the individual's qualifications, abilities, experience, education, and interests.

2. Questions dealing with the following matters must be avoided: age, sex, marital/family status, religion, child care arrangements, national origin, etc.

D. During the telephone interview, ask permission of candidate to contact references and ask candidate to specify any restrictions in doing comprehensive reference checks (e.g. ask for permission to contact individuals not listed as references by candidates). Any notes of telephone conversations should be given to the Chair for inclusion in the recruitment file.

1. After telephone interviews have been conducted, submit names and ranking information indicating those you would like to bring to campus for in-person interviews to Henry Evans (CC: HR Consultant) for review and approval.
2. Schedule and conduct in-person interviews.

**Post Interview**

A. Checking references is a critically important part of the selection process. As with all other steps in the selection process, consistency and fairness are paramount. Reference questions must be clearly job related and directly relevant to a candidate’s potential success in the position. The search committee or hiring authority should take care to be gathering the same body of information for each candidate.

B. Complete the Summary of Search and Approval Form (formerly the 3-75) and send Henry Evans, AA/EEO. This form should include justification for your candidate selection.

C. Draft offer letter and send to your HR Consultant for review prior to presenting to final candidate.

D. Once the Summary of Search and Approval Form (formerly the 3-75) has been approved and draft offer letter has been reviewed, the Hiring Authority can make offer to the candidate.

E. The Search Committee Chair is responsible for retention of all records (such as correspondence and application materials). Forward all search materials to Human Resources for retention.

Summary

1. \_\_\_ Develop an Evaluation Matrix (request an example from HR and/or AA/EEO if need).

2. \_\_\_Review applications.

3. \_\_\_ Send completed Evaluation Matrix to the AA/EO and Diversity Office for approval prior to contacting candidates for interviews (cc: HR Consultant).

4. \_\_\_ Submit interview questions to HR Consultant for review.

5. \_\_\_ Conduct telephone interviews.

6.\_\_\_\_ Ask permission of candidates to contact references, then contact references.

7. \_\_\_ Request approval from AA/EO and Diversity for in-person interviews (cc: HR Consultant)

8. \_\_\_ Upon approval, conduct in-person interviews. (Contact Jeanne Poppleton, Benefits Specialist, x3106 to meet with candidates and review benefits during the interview process if desired)

9.\_\_\_\_ Complete Summary of Search and Approval Form (formerly the 3-75) and submit to AA/EO and Diversity for approval to offer to selected candidate. You may indicate a 2nd or 3rd choice on this form in the event the 1st candidate declines.

10. \_\_\_ Draft offer letter and send to HR Consultant for review before presenting to candidate.

11. \_\_\_ Once Summary of Search and Approval Form (formerly the 3-75) and draft offer letter have been approved, make offer to candidate.

12. \_\_\_ Forward search materials to HR.

13. \_\_\_ Notify those individuals who participated in the phone and on-campus interview process that the position has been filled. (HR will send regret letters to those who were not interviewed via telephone or on-campus).

Contacts:

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For more information regarding the AA/EEO please see the following link: <http://www.isu.edu/aaction/index.shtml>.

See the following link for access to the Summary of Search and Approval Form (formerly the 3-75) form: <http://www.isu.edu/aaction/download.shtml>