**Search and Selection FAQ’s**

**1) When it is optional to use a search committee, what factors should a department take into consideration when determining if a search committee is necessary/appropriate?**

Consider how many constituents on campus the position would regularly work with and the visibility of the position on campus. The size and culture of the department should also be taken into consideration.

**2) What factors should be considered in determining the size of the search committee?**

The size and culture of the department should be considered. Typically there should be 3-5 members, but it may make sense to have more than 5 members in some cases.

**3) If I want to involve other colleagues/stakeholders in the application assessment and/or interview process, can I do this without them being considered a search committee?**

Yes, as long as a search committee is not required based on the level and type of position (see search and selection handbook to determine if a search committee is required). For example, if a hiring manager for a non-exempt position (search committee not required) wants to have a departmental supervisor assist with screening applications that is acceptable so long as they both use the same assessment criteria and methods. You can also have others involved in the interview process to provide input.

**4) Who completes the search and selection training and does HR maintain a record of who has completed the training?**

Any authorizing Official (AVP/VP/Dean), Hiring Manager or Search Committee Chair who has not previously completed the training should complete it. Additionally, all search committee members should complete the training for faculty searches (if they haven’t completed it before). Certificates of completion are placed in HR files and completion is tracked on a spreadsheet. Please note, any Authorizing Official or Hiring Manager may request individuals assisting with the search process to complete the training.

**5) Is it required for the certification of expectations form to be signed for every search an individual serves as a Hiring Manager or Search Committee Chair?**

Yes, Hiring Managers and Search Committee Chairs are asked to reaffirm their understanding and commitment to compliance with the search and selection expectations for every search they have a key role in.

**6) What steps need to take place before the job advertisement is placed?**

1 A SUPER request needs to be entered and all approvals secured electronically

1. Recruitment Plan must be completed, approved and provided to HR
2. PI/PD must be submitted to HR and classification must be finalized and confirmed via email (for staff positions only)

4 Job Advertisement must be finalized between Hiring Manager and HR

**7) What steps need to take place before the Hiring Manager and/or Search Committee are given access to view applicant documents in PeopleSoft?**

1Search and Selection Training must be completed by Authorizing Official, Hiring Manager and (if applicable) Search Committee Chair and all Search Committee members for faculty searches (if training has not been completed before)

1. Search and Selection Handbook should be reviewed by Hiring Manager and (if applicable) Search Committee members

3 Certification of Expectations must be signed by Hiring Manager and (if applicable) Search Committee Chair

**8) What services does HR provide related to the revised search and selection process?**

HR is available for consultation at any time before or during the search process about any phase of the process. For example, although it is not mandatory to have a preliminary kick-off meeting with HR, it is available as an option. HR can provide consultation and advice on the recruitment plan and advertising suggestions. HR can assist with screening for minimum qualifications if a Hiring Manager prefers. HR should be consulted with any conflict of interest or fairness/equity concerns that may come up through the search process.

**9) When is the Search Committee and/or Hiring Manager provided with the qualification spreadsheet and when do they get access to applicant documents in PeopleSoft?**

Typically within 1-2 business days of the job advertisement being posted as long as the training has been completed and the certification of expectations has been signed. An email will be sent with instructions once access is established.

**10) If the job advertisement says a cover letter and resume are required to be considered and an applicant does not provide one of these documents, should they be disqualified?**

Yes, if a cover letter and resume are listed as requirements on a job advertisement, they are considered minimum qualifications that the applicant must provide in order to be considered for the position.

**11) What should be documented on the qualification spreadsheet?**

The qualification spreadsheet is used to document assessments for all applicants who met the full consideration date or all applicants who were considered by the hiring manager or committee. There may be a scoring system used to rate applicants. All criteria should be applied to the applicants equally and consistently. This spreadsheet should clearly indicate who didn’t meet minimum qualifications and then the applicant status in PeopleSoft should be updated-HR will provide instructions when access to applicant documents is given.

**12) If there is no search committee, and only a one-level interview process is used, who should be listed as the finalist (s) on the candidate pool finalist report?**

All candidates interviewed, but not selected should be listed in the first box with the non-selection reason codes. The candidate interviewed who is being recommended to be hired should be listed in the recommended candidate section with the appropriate final action reason.

**13) When does a candidate need to provide three professional references?**

At any time after the initial screening of all applicants depending on the search committee or Hiring Manager’s preference. Candidates should be notified before their references are contacted. Please use caution regarding validity and objectiveness when contacting individuals aside from the reference list provided by the applicant.

**14) Is it required to send HR references prior to making an offer of employment?**

No. Please make sure the three references are providing information based on a professional experience, and at least one reference is from a current or recent supervisor. HR will review all search materials upon receipt after the search has concluded and provide feedback as appropriate to the Authorizing Office. A department can always consult with HR as needed regarding references if there is a question or concern.

**15) What steps need to be taken before an offer of employment can be made for a staff position?**

The candidate finalist pool report must be approved by the Authorizing Official. The Hiring Manager should obtain written permission to hire from the Authorizing Official via the appointment request and confirm the offer with HR to ensure the salary range and start date. Once the offer is verbally accepted, the Hiring Manager should notify HR of the name, salary and start date and HR will prepare the offer letter and new hire documents for the Hiring Manager to present to the new hire.

**16) What steps need to be taken before an offer of employment can be made for a faculty position?**

The approval process to hire varies from school to school. However, typically once a Department Chair and Dean identify who they want to hire for a faculty position, written permission is obtained from the Provost’s Office. The Provost’s Office coordinates the offer with the Dean’s Office. Once the offer is signed, HR receives the signed offer letter.

**17) Will the University provide support to a faculty/staff member who participated in a search if concerns are presented regarding the fairness/equity of the process that was followed?**

The search and selection training, handbooks, certification of expectations and available support and consultation from HR are designed to equip individuals involved in the search process with the tools to be successful in supporting a fair and equitable search free of bias or discrimination. All staff and faculty involved in a search are expected to adhere to all policies and expectations set forth by the university. If the expectations, procedures and policies are clearly followed by the staff/faculty member being challenged, SU will provide support to them. Any concerns regarding fairness/equity, discrimination or conflict of interest should be reported to the Authorizing Official, Human Resources or the Office of Institutional Equity immediately.

**18) Will every participant in a search process be required to sign a certification of expectations?**

No. The Hiring Manager and/or Search Committee Chair is required to sign and by signing agrees that they will make a concerted effort to ensure the search committee or others involved in a search also meet all requirements listed in the certification of expectations document such as fairness/equity and confidentiality.

**19) What are the expected timeframes associated with each step in the search process?**

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| **Search and Selection Step** | **Expected Timeframe** |
| SUPER Request/Approvals | On average 3-4 business days |
| PI/PD Review and Approval | On average 2 weeks |
| Ad is Drafted by HR (Staff positions) | Typically within 2 business days of PI/PD finalization |
| Drafted ad reviewed by HR (Faculty positions) | Typically within 2 business days of HR receipt from department |
| Ad is Posted | Typically within 2 business days of HR's receipt of approved recruitment plan |
| Access is Granted to Applicant Docs | Typically within 2 business days of ad being posted (as long as training has been done and certification of expectations has been signed |
| Applications are Received | 2-3 weeks full consideration for staff positions, 30 days for faculty positions |
| Assessment of Applications | Can begin as soon as access is given. Consideration must be given to those who met full consideration date. |