**Search and Selection: Certification of Expectations**

**To empower a hiring manager and search committee chair (if applicable) engaged in the recruitment process for staff and/or faculty searches, the criteria below is provided with respect to accountability in these decision-making roles. Both roles are expected to adhere to and ensure any persons involved in the process follow the practices, rules and procedures as prescribed:**

* Adhere to all Federal and State Equal Opportunity laws and guidelines, as well as SU’s policies on EEO and Affirmative Action and non-discrimination. (link: <http://www.salisbury.edu/equity/eoaa/index.html>)
* Adhere to all requirements set forth in the Maryland Equal Pay for Equal Work Law, including but not limited to:
  + On request, provide an applicant for the wage range for the position for which the applicant applied; an employer may not: (I) Retaliate against or refuse to interview, hire, or employ an applicant for employment because the applicant: 1. Did not provide wage history; 2. If the applicants requested a wage range for the position in which they applied. (II) 1. Rely on the wage history of an applicant for employment in screening or considering the applicant for employment or in determining the wages for the applicant; or 2. Seek the wage history for an applicant for employment orally, in writing, or through an employee or an agent or from a current or former employer. (link: <https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/employment-poster-bulletin-board/maryland-equal-pay-for-equal-work.pdf>)
* The goal of each search is to identify the most qualified candidate in a fair and equitable manner:
  + Focus only on relevant job duties and responsibilities. Ask only job related questions. Refrain from participating in any sensitive, discriminatory personal discussions with applicants and/or using any personal or discriminatory information or bias in the decision making process. This includes but not limited to information related to sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics.
  + Follow a fair, consistent, and structured screening process, including applying appropriate job criteria equally to all applicants who are considered; interviewing all candidates using equivalent and consistent methods (virtual, phone, in-person) and asking the same interview questions of all candidates (excluding follow-up or exploratory questions).
  + Give equal consideration to all qualified applicants regardless of their affiliation or lack thereof to SU.
  + Ensure all applicants advanced to candidate meet the minimum qualifications.
* Maintain utmost confidentiality and only discuss the search status and details with those on the search committee or with departmental management as needed, particularly in reference to internal applicants.
* Complete all required forms including: (1) a qualification spreadsheet, (2) an interview question form for consistent documentation with notes on interviewee responses, and (3) a candidate assessment form after each interview. The qualification spreadsheet should document the assessment of all applicants who were considered against the minimum and preferred qualifications for the position.
* Utilize a fair, consistent and structured committee voting and interview process as follows:

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* Retain all documentation related to the search process for everyone involved in the screening process, including hand written notes and printed electronic documentation. Forward all information to HR promptly after the position is filled.
* Complete three reference checks for the selected candidate, including a current or recent supervisor, using the reference check form. Reference checks must be turned in to HR at the end of the search along with all other documentation.
* Once an offer of employment has been accepted, promptly inform HR and submit the Candidate Pool Finalist Form.

As the hiring manager/search committee chair, I understand my responsibility to make a concerted effort to ensure the search committee members, or others involved in the search process, also meet these requirements. For Faculty searches, I understand I am also responsible for ensuring that all committee members have completed the assigned online Search and Selection training before being provided access to applicant information. I also agree to inform HR and all parties of any conflict of interest or fairness/equity concerns that may arise during the search and selection process. My signature below represents my affirmation that I will meet the requirements listed above.

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| **Position being searched:** |  | | |
| **Name** | **ROLE: hiring manager/ committee chair** | **Signature** | **Date** |
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