

SEARCH COMMITTEE ORIENTATION

PROCESS - To initiate the process, complete the Request to Hire form

- Form can be found at <http://www.rowan.edu/hr/files/RequesttoHire.pdf>
- For Faculty, Provost office will coordinate search - Karen Giunta
- For other positions, Human Resources will coordinate – Stephanie Cozzone
- Recruitment posting ideas:
 - Professional Journals
 - Chronicle of Higher Ed, Diverse, Hispanic Outlook
 - RU Website
 - HigherEdJobs.com
 - listservs of related organizations represented in the department
 - word of mouth
- Search committee required - Meet with OED -Send EEO link (www.rowan.edu/eeo) through email to **all applicants (not just those that meet the requirements or will be interviewed)**
- An EEO Hiring Record is required for all hires (with or without committees) and is to be completed at the end of the search and returned to OED via the different levels of required signatures of approval.
- Search materials maintained by search committee chair and submitted to OED at end of search (If no search committee then hiring party submits EEO Hiring Record.) Search Committee members should be aware of all the materials that are submitted with the form.

- **CONFIDENTIALITY** - What is discussed in the committee, stays in the committee
Nothing is off the record! Be careful of comments you make that may be perceived as discriminatory.

Once a candidate, always a candidate: this status changes only after someone is hired. The rest of the applicants will always be candidates. If you "bump" into a candidate do not discuss anything pertaining to a search, even years after.

- **INTERVIEW** - Questions should be developed prior to interviews. All candidates should be asked the same questions unless they are resumé specific or follow up to a response.
- When developing questions, stay away from race, sexual orientation, religion, politics, family, marital status, age, etc. There are 19 protected classes about which questions cannot be asked. (For more information on protected classes see NJ Policy Prohibiting Discrimination in the Workplace at rowan.edu/equity)
Focus on the requirements for the job. Remember, you are looking for the best qualified candidate not a new best friend.

Formulate questions based on what the **job requires** not on what you perceive as a potential limitation of the candidate to do a job.

When in informal settings with candidates, be aware of your reactions both verbal and non verbal.
Remember that nothing is off the record so beware of "chit chat"!

The bottom line is you want the best qualified candidate and your documentation should support the recommendation(s).