Recruitment and Search Tips

ISU ADVANCE PROGRAM
http://www.advance.iastate.edu/
Assembling the Search Committee

- Make the committee as diverse as possible in age, experience, ethnicity, and gender.
- Consider adding a member from outside the department.
- Make at least one member the “process monitor” who will remind the committee to follow best practices.
Search Committee Process

• Discuss organization: How often will you meet? How will you communicate with the candidates, each other, your department?
• Make sure all on the committee understand hiring policies.
• Discuss issues of confidentiality with committee and department members.
Plan the Search

• Meet with members of the department to develop a broad profile of the type of applicant you’d like to hire.

• Create a clear position description that includes required as well as preferred qualifications and experience.

• Minimize specific requirements to maximize diversity of candidates.
Plan the Search

• Create a timeline for recruiting and interviewing, working backwards from final date.

• Establish clear roles for individual committee members and the committee as a whole.

• Make specific requests to other faculty for their help.
Market the Position and Department

- Follow Human Resources guidelines in creating a position description and posting the announcement on the HR jobs website.
- Choose which professional networks, websites, and publications will be used for marketing the job announcement.
Market the Position and Department

• Create an information packet to be sent to all candidates and another to send to candidates selected for an interview.

• Market your department! Remember that successful candidates will likely be choosing among several options.
Increase Equity

• Create a list of specific qualities you expect a successful candidate to have and a process for rating applications.

• Get consensus from the department on specific requirements and how these will each be weighted (e.g. research vs. teaching experience).
Increase Equity

• When evaluating applications, require that all committee members use agreed-upon requirements.
• Consider having multiple members rate each application.
• Review the top 25% of the pool for how each applicant will contribute to your department.
• Notify those you are no longer considering.
Pre-Interview Tips

- Determine if there is a need for phone interviews. If so, develop a consistent set of questions to be asked of all applicants as well as a rating system.
- Request permission from the candidates to talk with references before the on-site interview.
- Develop a specific set of questions and a rating system for responses from references.
Pre-Interview Tips

• Develop a short list of candidates to be interviewed and notify those who are no longer being considered.

• Know and share with candidates information regarding travel arrangements and expenses as well as reimbursement.
The Interview

- Create an interview schedule for each candidate including time with search committee, meetings with students, faculty, and university personnel, a seminar presentation, and hosted lunch/dinner.
- Ask candidates if they have specific people, offices, or facilities they wish to visit, and arrange for such visits if possible.
The Interview

• Offer all candidates resource information for any special requirements such as need for partner job placement, childcare, or disability accommodation.

• Evaluate candidates equally while considering their differing backgrounds (school, geographic, experiences). Use a written form to increase consistency.
The Interview

- Call or email all finalists not chosen as soon as the selected candidate accepts an offer. Follow up with a formal letter.
- Treat all candidates with respect.