

WESTFIELD STATE UNIVERSITY
Search Committee Checklist (11/12/19)

Search Preparation/Initial Meeting (Director/Personnel Analyst)

- Search chair schedules meeting with Human Resources
- Search chair appoints a member to document meetings and keep a record of decisions made
- Establish meeting schedule for search and review attendance expectations
- Review/sign confidentiality and conflict of interest agreement; notify committee if you personally know a candidate**
- Reminder: Notes and rating forms are the property of the university

Minimizing Cognitive Bias

- Have a consensus about understanding the criteria used to evaluate candidates
- Be consistent throughout the process, same matrix, same questions, same forms
- Make a conscious effort to consider alternative hypotheses about applicant (employment gaps, address)
- Take detailed notes during the interview (to avoid contrast bias)
- Review ALL information during final deliberation
- Take the time to discuss and document the reasons for choosing a particular applicant

Applicant Review (Search Chair/Committee)

- Review the job duties; determine the essential qualities/skills/experience levels
- Develop interview questions based on job description duties and responsibilities/qualifications
- Develop a skills/experience/qualifications matrix to review applicant pool
- Submit interview questions for approval to Human Resources**
- Select candidates for interview (include all university employees that meet the minimum qualifications)**
- Search chair sorts the applicant pool to YES, NO or MAYBE folders in the hiring system
- Search chair contacts Tracy Daborowski, Human Resource Coordinator to verify diversity of applicant pool**
- Search chair sends regret email to non-qualified external applicants and personally contacts internal ones

Pre-Interview Arrangements (Search Chair/Committee)

- Determine interview length, allotting time for deliberation
- Reserve a location for the interviews
- Notify candidates of public access to application materials (searches Dean or above)
- Identify and schedule meetings with any/all appropriate groups
- Divide interview questions among search committee members
- Arrange for demonstration materials/equipment, if appropriate
- Prepare materials for committee: pens, rating forms, résumé and position description
- Provide information to candidates as appropriate (Org. Chart, "Benefits Overview", "Learn More About Us," the search chair's business card)
- Designate a committee member(s) to greet the candidate

Interviews/Deliberation (Search Chair/Committee)

- Conduct the interviews; allowing time for discussion following each meeting
- Use appropriate rating form. AFSCME form required. Professional form optional (Committee may develop their own)
- Develop reference questions and check references (Reference Check form is required document)
- Review ALL applicant materials when deliberating
- Search chair will write a narrative summary for the search and submit it to Department Head/Chair

Concluding Steps (Search Chair)

- Provide the name of the finalist(s) and justification to the Department Head/Chair (Faculty: note MSCA candidates)
- Email non-selected candidates; notify (email) non-finalists; personally contact internal candidates – give feedback
- Forward all search forms and notes to Tracy Daborowski, Human Resource Coordinator**
Appointment will NOT be finalized until search materials have been received and all applicants have been notified.
- Instruct finalist (APA, Faculty) to forward an official transcript of highest degree
- Contact the interviewed candidates to convey regrets (AFSCME: regrets in writing, within 30 days of hire date; APA: within 10 days of candidate's acceptance of position)
- Shred all documents that were printed from the hiring system

For assistance with any stage of the hiring process, contact Tracy Daborowski in HR (ext. 8809).