
Roles and Responsibilities - Search Committee

GOAL: Selection of the qualified applicant, who best meets the needs of the students, the division, and the college.

1. Identify Recruiting Sources (when position is posted)

Employment Services automatically posts all positions on a variety of general purpose and educational sites.

- Notify Employment Services of additional appropriate sources such as professional journals, web sites, list serves, newsletters, and organizations that may be used for recruiting applicants for your position.
- Advertising requested by the committee must be approved by Employment Services to ensure that costs do not exceed the allocated Employment Services budget. The department conducting the search will fund any recruitment costs that exceed the Employment Services budget.

2. Confidentiality

By signing into Taleo, you are agreeing to abide by the confidentiality rules as stated on the site.

Confidentiality must be maintained throughout the entire search and selection process. As a committee member, you recognize that all actions related to the hiring process are subject to the laws and regulations relating to equal and fair employment practices. Failure to maintain confidentiality could result in violation of Federal or state regulations and incur liability on behalf of the District.

3. Identify Screening Criteria

- Review the position announcement.
- Develop general assessment tools for evaluating knowledge, skills, abilities, and experience.
- Screen using the screening worksheets.
- **Every committee member must screen every applicant.**

4. Develop Job Related Questions

- Review position requirements/responsibilities.

- Decide what you want to know, why you want to know it, and what would constitute an acceptable response.
- Have a variety of questions - open-ended, basic information/knowledge, behavioral, situational, and how-to, etc.
- Incorporate diversity inquiries throughout the interview; include specific questions regarding contributions to/participation in/experience with meeting the needs of a diverse student population as it relates to the position.
- Determine whether to include a demonstration and/or a written question or job-related test.

5. Schedule

Classified positions are open for a *minimum* of three weeks; and faculty and administrator positions for a *minimum* of six weeks.

All faculty and administrator positions will become “*open until filled*” after the closing date. Any applications that are submitted after the initial closing date will be sent to hiring committees *only* upon committee request. Classified positions that do not receive an adequate pool of applications may be changed to an “open until filled” status upon approval from Employment Services.

- Screening Worksheets, Interview Worksheets, and EO Report will be available from Employment Services within 3 working days of the closing date of the position.
- Committee establishes screening and meeting date(s) to select applicants to interview.
- Committee conducts interviews.
- Meeting date to recommend finalists.
- Committee chair (or designee) conducts reference checks.

6. Screen Applications

- Employment Services will forward a list of names of all applicants (Screening Worksheets) who has a completed application to the committee chair.
- Remain consistent when reviewing each application.
- Go to <https://tbe.taleo.net/MANAGER/dispatcher/login.jsp> using your login information.
 - User name: firstnamelastname (no space & lower case)
 - Company Code: FHDA (doesn't matter if lower or upper case)
 - Click on the ***Requisitions*** tab to bring up your requisitions.
 - Click on job title and then ***Candidates***.
 - Sort candidates by name. You will then be able to review applicants' diversity statements, cover letters, resumes, and work history summary. You can sort candidates by internal candidates/external candidates.
- Screen applicants using the Screening Worksheet

- Ensure to provide comments/notes
- Allow enough time to complete the review of all applications.
- Use screening results as a guide to select interviewees.

7. Interview

- Provide specifics regarding interviews to all candidates: **date, time, location, parking permit, map.**
- Be clear and consistent.
- Use *paper-rating* form (Interview Worksheet) to evaluate candidates.
- Ask job related follow-up questions to clarify or receive more specific information from the applicant's initial response. Do not ask "leading" questions or create additional interview questions.
- Maintain eye contact when appropriate.
- Watch time limit.
- Do not discuss candidates between interviews.
- Use interview and screening information to select finalists.

8. Determine Finalists

- Evaluate all job related information about the candidates.
- Consider candidates' contributions to/experience in meeting the needs of a diverse student population.
- Committee chair checks references and summarizes/provides information to Employment Services.
- Forward finalists to the President, Vice Chancellor, or Chancellor (**for Faculty and Administrator positions only**).
Committee members will choose unranked finalists to send to the President, Vice Chancellor, or Chancellor, who will ultimately interview and select the final candidate(s) if applicable. A selection committee will be present during this second interview. Refer to <http://hr.fhda.edu/employment2/> for information about the final selection process and the required composition of the selection committee.
- Submit any documents related to the position and Committee to the Chair. Samples of documents are as follows:
 - Screening Criteria
 - Screening Worksheets/Notes
 - Interview Worksheets/Notes
 - Interview Questions
 - Any Testing Materials

Maintain confidentiality throughout the process... and after. Any inquires you receive regarding the hiring process from someone who is not on the hiring committee should be forwarded to Employment Services.
