

SNRE Search Committee procedures

Resources: <https://hr.arizona.edu/supervisors/recruitment-hiring/guide-successful-searches>

<http://searchtoolbox.uawebhost.arizona.edu/index.html>

<https://facultyaffairs.arizona.edu/content/about-recruitment>

1. Committee Chair Role

- a. For faculty searches, the committee chair and at least one other member must participate in a faculty affairs hiring workshop. These workshops are new as of Fall 2019 <https://facultyaffairs.arizona.edu/content/recruitment-workshops>
- b. Discuss the implications of implicit bias at the outset. [UA Implicit Bias Pamphlet](#)
- c. Share university materials with committee via box or university google account. <https://arizona.account.box.com/login>
- d. Communicate the committee's charge.
- e. Articulate expectations for committee conduct.
- f. Monitor the committee's budget.
- g. Coordinate outreach efforts.
- h. Manage communication with the University community, press, potential leads, and potential and actual candidates.
- i. Ensure compliance with state and federal laws and Arizona Board of Regents and University policy.
- j. Mediate conflict.

2. Search Committee

- a. Recommended no larger than 5-7 people.
 - i. Search committees must have a minimum of 2 members if hiring university staff and a minimum of 2 people must be present for all interviews.
 - ii. Search committees must have a minimum of 3 members if it is for managerial, administrative and faculty recruitments and a minimum of 3 people must be present for all interviews.
 - iii. Anyone with a UA NetID is eligible to participate in searches. DCC's can be granted access to the hiring system as event volunteers.
- b. Search committee members must be respected within the University community and their respective disciplines or professions.
- c. When possible, a majority of the members should have experience participating in successful searches and should be open-minded, committed to diversity and fair process, able to negotiate conflict to achieve group results, and knowledgeable in the area/field/responsibilities of the advertised position.
- d. A diverse committee is more likely to withstand public scrutiny and to generate diverse candidate pools and finalist lists. Individuals from outside a hiring department or the University may be invited to serve on a search committee to share insights, challenge assumptions and bring lessons of experience from other perspectives, disciplines and organizations.

3. Scoring

- a. Quantifying candidate qualifications through a scoring matrix is the most defensible approach. It's important to ensure all scoring committee members apply the same scoring scale and understand the established criteria. It's advisable to have broader conversations with other committee members when there are large disparities in the scores applied (e.g., "I ranked the candidate a 5, but you gave the candidate a 1. Why is that?").
4. Recruitment
 - a. When sharing the job information via email or other advertisement, the official UA link must be included.
5. Interviews
 - a. Questions to ask <https://hr.arizona.edu/managers-supervisors/recruitment-hiring/guide-successful-searches/library-interview-questions>.
 - b. In addition, all interviews must have at least 2 values based interview questions (integrity, exploration, inclusion, adaption, determination, compassion) see attached document.
 - c. Questions to avoid <https://hr.arizona.edu/supervisors/recruitment-hiring/guide-successful-searches/questions-to-avoid>.
 - d. Candidates must be notified within 5 business days after interview to update on status or if already notified during interview process.
 - e. If a candidate pool yields 10 or more qualified applicants a minimum of 2 candidates must be interviewed.
6. Reference checking- When internal candidate applies and is a finalist and during reference checking, must contact current or former unit before extending final offer letter.
7. **Record retention-** All members of the search committee must be prepared to retain all search-related documents (search committee notes, evaluation matrices. email correspondence, copies of advertisements and publications, copies of correspondence, email and letters sent to candidates etc.). At the conclusion of the search, the committee chair collects all the documentation and forwards it to the hiring department representative for retention. The department must retain the compiled search file for three years after the calendar year in which the records were created.
 - a. Applicant pool can be revisited within 6 months of the requisition closing.
8. **Campus visit-** When inviting the finalist to interview on-site be sure to inform the candidate that his or her name will be made public and that his or her curriculum vitae shall be open for review. If a candidate has reservations about going public, allow the candidate a short, but reasonable, time to decide to withdraw from consideration.

Special circumstance

- Approvals needed from College in email format to extend offer for multiple candidates when only advertised for a single vacancy
- If hiring employees outside of State of Arizona will require an Out-of-State/International Employment form before posting

