



Search Committee Training

Purpose

- Rowan University supports equal employment opportunity in hiring decisions
- Search committees minimize the possibilities of undue influence that can unfairly skew the search process
- In order to further the effective employment practices and the practice of equal opportunity in hiring initiatives, the University has adopted specific recruitment and appointment procedures

Purpose (cont)

- The State of New Jersey provides every state employee with a work environment free from prohibited discrimination or harassment.
- Equal employment opportunity (EEO) is the right of individuals to treatment on a non-discriminatory basis to achieve equity for all

20 Protected Classes

- Sex/gender
- Color
- Marital Status
- Mental/physical disability
- Sexual/affectional orientation
- Civil union status
- Creed
- Nationality
- Genetic Information
- Age
- Race
- Religion
- National Origin
- Familial Status
- Gender Identity or expression
- Domestic partnership status
- Atypical hereditary cellular or blood trait
- Ancestry
- Veteran Status
- Pregnancy

Forming a Search Committee

- The committee members should be individuals who understand the requirements of the position and who are committed to the goals of the department, college, and the university.
- The search committee ideally is composed of individuals from diverse backgrounds in order to provide a variety of perspectives.

Search Committee Responsibilities

- A clear understanding of the requirements of the position
- the deadline for receiving applications
- when the committee will begin reviewing applications and materials received
- when the first screening will be made taking into consideration initial phone and on site interviews
- when interviews will take place
- when the final recommendation(s) will be made

Attendance and Participation

- As a search committee member you should attend all meetings.
- If you miss a meeting, you cannot vote or provide feedback on the candidate that you missed.

Confidentiality

- What is discussed in committee stays in committee!
- Nothing is off record!

Confidentiality

Immigration:

You can ask “are you legally able to work in the US”

Confidentiality

Once a candidate, always a candidate!

Americans with Disabilities Act

Accommodating a candidate

- We will accommodate for the interview without medical documentation
- If an accommodation request is unfamiliar, please contact the Office of Employee Equity.
- Under no circumstance should anyone on a committee or part of the interviewing process engage in a conversation with a candidate regarding accommodations for disabilities.

Interview

- Questions should be developed prior to interviews
 - All candidates should be asked the same questions unless resume/experience specific or follow up to a response
- When developing questions stay away from the 20 protected classes (see the NJ Policy on <http://www.rowan.edu/equity>)

Interview

- Focus on the requirements for the job
- When in informal settings with candidates, be aware of your reactions both verbal and non verbal
- Beware of “chit chat”
 - Common Pitfalls: kids, marital status, religious, national origin

Interview

- Describe the requirements of the position at the beginning of the interview
- Make sure you ask “do you understand what the job requires?”
- Ask “are you able to meet the requirements of the position”
- Be very up front with what you have to offer

Open Forums during Interviews

- If candidates are provided an Open Forum (for example, higher level management positions) then you must know how many people attended each session so that you can be sure that there is only one evaluation per participant. Evaluations become part of the documents submitted to the online applicant tracking system.

Hiring Manager

- The Hiring Manager (refers to the final decision maker) can determine the duties and qualifications and develop the job description
- The Hiring Manager can request that a rationale is included with the recommendation from the committee

BOTTOM LINE

Rowan University wants the best qualified candidates and the search committee's documentation must support the decision made.

Documentation Process

To initiate the process, Request to Hire Form (Green Form) must be initiated in the Page Up System.

<http://www.rowan.edu/hr/recruitstaff/forms.html>

- Mary Schultes– schultesm@rowan.edu - Ext. 65249 (Main campus faculty, managerial, and AFT professional searches)
- Colleen Whittaker – whittaker@rowan.edu - Ext. 53364 (SOM staff searches)
- Courtney Cifaloglio – cifaloglio@rowan.edu – Ext. 64198 (Main campus CWA, IFPTE, and PBA/FOP searches)
- Roselyn Vinson - vinsonrm@rowan.edu – 566-6870 (SOM faculty searches)

Process (cont)

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
- Special interest groups in professional organizations
- Conferences

Process (cont)

- Hiring party selects committee members
- Once the committee is established, the chair of the search committee inputs the names in the applicant tracking system.

Search Committee Training

- All search committee members are required to be certified that they completed training on an annual basis online through banner.

EEO Final Documentation

- Once the search has concluded, a comprehensive docket of information is necessary to support the process and selection. Most of this documentation will be generated by the online applicant tracking system or uploaded by the search committee chair.
- This information includes:
 - Position
 - Department
 - Chair Name
 - Search Committee Members
 - Job Advertisement
 - Written Criteria used to evaluate candidates
 - List of questions asked at interview
 - Total Number of Applicants
 - Total number of Interviewed Candidates
 - Including resumes
 - Candidates recommended for the position
 - Name of Candidate selected & rationale for why they were selected
 - Appropriate approval

Importance of Rationale for Selection

- It is critical that a final rationale by the hiring party be submitted. This is the foundation of any defense if a search is challenged.
- Many times the final rationale from the hiring manager constitutes approval for hire.

Please make sure that you let the hiring manager know that the final rationale for selection needs to be provided for every search to be deemed as compliant with EEO regulations.

For Faculty searches, the final rationale is submitted by the final decision maker to Mary Schultes (Glassboro) or Roslyn Vinson (SOM) for uploading into the online applicant tracking system.

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