

# Search Committee Process Flow

## Form Search Committee

- Create a committee that is diverse (i.e. race, gender, discipline, experience)
- Receive direction (charge) from the hiring administrator (i.e. number of finalist above required, etc.)
- Schedule a Search Committee Orientation for members; orientation emphasizes NMSU's commitment to diversity

## Plan the Search

- Develop a position description that accurately describes the expectations of the position
- Develop advertisements and determine advertising sources that will attract a diverse pool of candidates (recommendations provided)
- Determine and communicate the search timeline, budget, administrative tasks at the first meeting
- Plan for record keeping of all materials

## Recruit Candidates

- Submit search documents (i.e. position description, advertisement, e-hire) for hiring administrator approval
- Active recruitment by committee members (i.e. networking, conferences, meetings, listserves, etc.) in support of recruitment objective
- Target publications (i.e. journals, newspapers, magazines, etc.) based on recruitment objective
- Develop materials to send to all applicants (i.e. mandatory forms, community information, etc.)

## Evaluate and Respond to Applicant Pool

- Acknowledge all applications in writing, promptly. Communicate throughout process
- Identify objective criteria, from position description, to evaluate candidate applications. Give all applicants who meet the minimum requirements a full and fair review by the full committee
- Reference screening; based on reference feedback, narrow pool as appropriate
- Document the screening process
- Submit at least the minimum required number of unranked finalists to hiring administrator

## Preparing for the Interview

- Provide advance notice to department and college/community
- Prepare copies of applications documents (without references, transcripts, or personal information)
- Provide candidate an itinerary prior to his/her visit
- Prepare interview questions to ask each candidate along with an evaluation form
- Provide community members in attendance examples of illegal questions

## Interview Final Candidates

- Interview systematically, consistently, and job-related. Be aware of questions that should not be asked
- Provide evaluation forms for each candidate's visit
- Keep accurate records
- Follow up after the visit and keep in contact with the candidates

## Finish the Search Process

- Hiring administrator selects the final candidate
- Draft offer letter; request permission to offer
- Make the offer to the candidate
- Notify other finalists of determination