SEARCH COMMITTEE GUIDELINES

If you need assistance with Search Committees please contact UAF HR @ 907-474-7700.

For maximum success in recruitments all actions should be coordinated with the department PPA.

- It is imperative that committee members are conscious of the confidentiality of the information made available to them during the recruitment process. It is also critical that everyone keep in mind the purpose of the recruitment process is to select the best applicant for the position. In accepting committee membership, each member assumes the responsibility not to mention any candidate’s name or status, or the content of any committee conversation to any non-committee person within or outside the institution. Confidentiality of applicant information and reference checks must be maintained. The identity of people who have revealed themselves through their candidacy and the integrity and candor of committee discussion must be protected.

- A search committee should be composed of three or more people. Membership should include women and minorities and may include faculty, staff, students or non-university people. Employee Relations staff may serve as ex-officio members. A large number of committee members is not recommended as it may complicate the screening process.

- Once appointed, the committee is acting on behalf of, or as an agent of, the University of Alaska Fairbanks. The individual committee members should function as representatives of the committee, not as representatives of the constituency from which they were appointed.

- It is the responsibility of the committee to make affirmative recruitment efforts to ensure a well-balanced applicant pool. In doing so, the committee is encouraged to use all professional resources to make contact with protected, as well as, unprotected individuals. The committee should record all such activities and include report of negative and positive actions taken when submitting the final recruitment packet, so that “good faith” recruitment efforts will be demonstrated and properly documented.

- Some search committees are tasked with developing the posting and screening criteria in addition to participating in the screening and interview process. Current Position Descriptions (PD’s) must be used to develop the posting and screening questions. All preliminary and intermediate screening criteria should be based on minimum qualifications on the job description. Interview questions should be developed to elicit responses, which would clearly indicate the applicant, whose knowledge, skills and abilities most closely match the
qualifications identified in the job descriptions. When the intermediate and interview questions are scored, and the reference questions are determined a positive or negative reference, committee members should agree in advance on what criteria those scores are based on. Screenings must always include written comments to support the numerical score (and vice versa).

- Selection criteria are identified in the job description - actual knowledge, skills and abilities needed for the position. Criteria which are not identified on the job description and are not essential for satisfactory job performance, should not be used. Years of experience should not be used as criteria, since candidates should be allowed flexibility to demonstrate job knowledge, skill and abilities whether acquired through formal education, work experience or a variety of life experiences.

- Committee members should be as open, consistent, and fair as possible and should treat all applicants in the same manner. This is especially important if the applicants are internal applicants or otherwise known to the committee. No committee member shall serve as a personal reference contact for an applicant.

- It is not necessary for all committee members to participate at each stage of the screening. It is necessary; however, that the same committee members screen all applicants at each stage to ensure consistent application of screening criteria.

- Any completed preliminary and intermediate screening forms should be maintained separately from the applicant materials to prevent bias of the subsequent committee members’ reviews.

- Document all phases of the final interview process. This may be tricky if the process will involve guest lecturers with student feedback or the like. However, if the applicant’s performance on campus outside the formal interview will be considered in the selection decision, then it should be documented.
Recruitment Overview

Preliminary Application Review

All screening/recruitment materials are considered legal documents and therefore MUST be legible, and written in blue or black ink only. Pencil and white out are not acceptable. Documents may also be typed and digitally signed, if preferred.

As applications are received, the hiring authority or screening committee members conduct initial screening to determine whether applicants are minimally qualified for the position. This screening is based on the resume and other documents submitted, not on personal contact. Committee members should agree on who is advanced to the next stage.

Intermediate Review Process

This screening process is more qualitative than the preliminary screening.

The screening committee thoroughly examines applicant material and assesses the degree to which the applicant has met the criteria established by the committee as outlined in the Position Description and the Job Posting.

Documentation should contain a quantifiable rating system for jobs, excluding faculty and officers of the university or senior administrators (officers), based on the job description and include any weight factors. If there are criteria, which have greater importance for satisfactory performance for faculty and officer jobs, they must be identified and weighted as appropriate. Intermediate screening processes will include written documentation that supports screening results. If testing is used, grading or evaluation of the results must be clearly specified.

If applicants are being eliminated in the preliminary or intermediate stage, the search committee must submit a scoring summary, including applicant names, with an explanation regarding the advancement or elimination of the applicants to Human Resources before proceeding to the Interview Stage.

Interview Process

After HR approves the request to interview, the committee conducts interviews and reference checks. At this time, the committee prepares a written summary of the qualifications and overall impressions received from each finalist as relates to the requirements. The screening committee recommends to the hiring authority a list of finalists (ranked or unranked - as determined by the Hiring Authority). The Hiring Authority will select the best-qualified candidate based on the available information compared to the job-related criteria as advertised and in accordance with AA/EO guidelines processes and procedures.
Recruitment Process Guidelines

1. Refer to University Regulation R04.03.020 regarding hiring authority responsibilities.

2. Preliminary Stage: Application Review - Yes/No
   - Applicant must submit all required materials per the posting
   - Rate all applications using Yes/No Questions
   - Advance qualified applications to next stage

3. Intermediate Stage: Application Review- Rated questions
   - Rate advanced applications using intermediate review questions.
   - Before advising any applicant of their standing/elimination from the screening process and before scheduling any personal interviews, forward recruitment package to Human Resources for approval of preliminary and intermediate stage processes.
   - Based upon UAF Human Resources approval, committee may initiate rejection letters to applicants eliminated and schedule interviews with remaining applicants.

4. Interview Stage: Interview Final Candidates
   - Conduct interviews.
   - Conduct reference checks of provided references as well as previous employers. If calling a current employer, obtain the applicants permission prior to calling current supervisor.
   - Complete the myUA Scoring Summary Sheet. List applicants in order of preference. Screening documents as well as justification on each applicant interviewed should support the order of preference. If you have more than one qualified candidate you may select alternates.
   - Send all of the screening documents to Human Resources for review and approval.

5. Job Offer
   - If no exceptional placement is requested, you may make a contingent job offer to the applicant. If accepted, Human Resources will begin the offer card in myUA. The offer card will be routed through the appropriate departmental approvals, budget, then to HR. Once approved, the department will be notified by email that they may initiate the online offer to the final candidate. This initiates new hire paperwork to be completed online.
   - If an exceptional placement is requested, Human Resources will begin the offer card in myUA with exceptional placement. The offer card will be routed through the appropriate departmental approvals, budget, then to HR. Once the exceptional salary request is approved, the department will be notified by email. The department may make a contingent job offer at the higher rate to
the applicant and initiate the online offer to the final candidate. This initiates new hire paperwork to be completed online.

- If an applicant counters an offer that has already been approved in myUA, please contact Human Resources for next steps.
- If none of the applicants accept the offer, notify Human Resources to discuss next steps.