**Search Chair Quick Tips**



**What is the main role the search chair plays in a recruitment?**

The main role of the search chair is to make sure the recruitment is conducted in a legal and ethical manner. Ultimately, the search chair is responsible for any decisions and actions made by the search and screen committee. Any and all inquiries relating to the committee or the search should be referred to the chair. The search chair is the individual who will be responsible for answering questions and providing the necessary justification of the search committee’s actions in the event of an audit.

**Charge to the Committee**

Before the search and screen committee reviews application materials, the search chair should set up a meeting with the hiring supervisor to receive the charge to the committee. The charge meeting should cover the following topics:

* The nature of the position including specific requirements and preferences posted
* The date the position should be filled by
* The role the committee plays in the process
* The number of finalists the hiring supervisor would like to see on campus

The Office of Equal Opportunity, Equity & Affirmative Action will also be present at this meeting to address search specific issues and concerns with the search committee and provide valuable training. All committee members will need to attend this meeting for each search they serve on.

**Open Meetings Law**

All Search and Screen committee meetings are subject to the [Open Meetings Law 19.85 (1) (c)](https://uwosh.edu/hr/wp-content/uploads/sites/90/2016/07/Open-Meetings-Law.pdf).

While Wisconsin Open Meetings Law requires 24 hour notice, according to University practice, the Committee must notice public meetings 48 hours in advance by posting one notice on the University Marketing & Communication’s online Open Meetings Calendar using the form located here: <https://uwosh.edu/umc/open-meeting-notice/>, and a second notice on a bulletin board near the meeting location. For questions about the noticing and posting process, please contact University Marketing & Communication.

* Open session: information about the position, schedules, etc.
* Closed session: must move to closed session to discuss candidates
* Meeting minutes should be written for each meeting and uploaded along with the meeting notice to the documents tab of the job requisition in PageUp

If you receive a request for documentation from a search, contact the University’s Custodian of Public Records, Kate McQuillan, at publicrecords@uwosh.edu.

**Confidentiality of Applicants**

All committee deliberations and all committee materials shall be considered and kept confidential. The committee shall refer any inquiries for administrative interpretation to the University’s Public Records Custodian at publicrecords@uwosh.edu prior to responding to any requests for records or information under the Wisconsin public records law.

No committee minutes from closed committee meetings, no committee records relating to the review of credentials, and no other supporting materials shall be copied for circulation among committee members. These confidential documents shall only be available to the committee in an identified location.

Committee minutes, documents, and recommendations shall not be subject to review by any governance group.

Unless specifically provided for under these procedures, **no business of the committee shall be discussed outside of committee meetings with non-committee members.**

We are required to keep confidential the names of all applicants for all positions (where the confidentiality request is in writing). There is an exception for UW President, VP, Chancellors, and Provosts. For those positions, we are required to release the names of the finalists (e.g. those certified for the position) which may be a number less than 5.See Wis. Stat. Sec. 19.36(7).

**Ensuring a Diverse Pool of Candidates**

The search chair is responsible for ensuring the search committee follows these key steps:

* Cast a wide net when searching for prospective employees
* Keep in mind that networking is the most effective way to recruit and hire diverse candidates
* Actively network among communities representing the full spectrum of diversity
* Develop partnerships with professional organizations and other sources where diverse candidate pools exist
* Post jobs with web sites and publications[targeted at underrepresented communities](https://equity.uwosh.edu/diversity-advertising-resources/)

**Managing Bias and Assumptions**

The results from controlled research studies demonstrate that people often hold implicit or unconscious assumptions that influence their judgements. Recognizing biases and other influences not related to the quality of candidates can help reduce the impact on your search and review of candidates.

* The search chair should encourage all search committee members to take an online [Implicit Association Test (IAT)](https://implicit.harvard.edu/implicit/takeatest.html) to investigate the extent to which social stereotypes that are pervasive in our society can influence their own unconscious thought and actions
* The search chair should also be prepared to step in when biases become apparent in the review of candidate materials, interviews, and all other steps in the recruitment process

**PageUp**

The role the search chair plays while navigating PageUp is as follows:

* Ensure all committee members have tiered all candidates prior to moving into the interview stage
* Upload all rubrics to the job requisition in PageUp
* Ensure the candidate’s application status is updated in PageUp throughout the recruitment process in a timely manner for each stage of process. (ie. screening, phone interviews, compliance review, campus interviews, recommendations etc.)
* Ensure the correct non-selection codes are selected for unsuccessful candidates at each stage they are screened out. If chair is unsure of which code to use, contact EOEAA with questions.
* Ensure that each compliance review is requested and approved ***prior*** to inviting candidates to phone and on campus interviews (Missing this step may result in a failed search)
* Upload all meeting notices, meeting minutes, and interview questions to the job requisition in PageUp for both phone and on campus interviews
* Document job-related strengths and weaknesses for each candidate interviewed on campus (no matter if recommended or not) and upload the documentation in PageUp

**Interviews**

Please view the [interview resources](https://hr.uwosh.edu/recruitment/) toggle on the recruitment webpage for multiple guides pertaining to the interview process.

* Telephone interviews/Skype interviews are recommended (but not required) to narrow the pool of qualified candidates to a manageable number of top candidates for campus interviews
* Do not ask or consider the following during any of the recruitment stages: race, color, age, religious affiliation, ethnic origin or national origin, marital/family status, pregnancy, military/veteran status, disability status, arrest/conviction record (if substantially related a cbc will disclose), sex, sexual orientation, gender identity or expression
* All candidates must be asked the same questions at each stage of process
* Inform/discuss salary as soon as possible with your candidates
* If you provide/offer something for one candidate, you must provide/offer it to all candidates (ie. Skype interview, travel reimbursement, etc)
* If covering travel costs for candidates, work with Administrative Services to schedule flights and hotels. Candidates should not pay for travel and then seek reimbursement. More information can be found [here](https://hr.uwosh.edu/wp-content/uploads/2017/11/Interview-Candidate-Travel.pdf)
* If you receive letters of recommendation from a reference, you may ***not*** pass on those letters to the candidate

**Reference Checks**

You may find the standard reference check form [here](https://hr.uwosh.edu/wp-content/uploads/2016/07/Updated-Reference-Check-Form-1.doc) or in the forms section of the recruitment website. If you are using the PageUp system for reference checks by moving applicants into “Basic Reference Check Form (using PageUp)” status, you may review the questions asked to references [here](https://hr.uwosh.edu/wp-content/uploads/2016/07/Online-Reference-Check-Form-Guide.pdf).

* The questions asked to references need to be identical for each candidate you are inquiring about
* The results of the reference checks need to be uploaded into PageUp along with all other search criteria and you may only ask legal questions.
* You may conduct reference checks at any time during the search process
* Anybody can conduct reference checks (search committee members, supervisor, etc.).
* You need to be consistent as to who you conduct the checks on, such as all candidates who have been phone interviewed or all finalists
* Maintain confidentiality

**Final Recommendation to Hiring Supervisor**

The search and screen committee meets to discuss their recommendations on candidates that were interviewed.

* Cannot vote to recommend/not recommend on a candidate if you were not present for the on-campus interview for that candidate
* The determination to recommend or not recommend for hire should be based on the posted requirements and preferences for the job

The search chair will ensure that the candidate’s application status is updated to reflect those determinations in PageUp.

The search committee must document job-related strengths and weaknesses for each candidate interviewed on campus (no matter if recommended or not) and upload the documentation in PageUp

The chair will then notify the hiring supervisor that the committee has made their final recommendations and the hiring supervisor can proceed to submitting the offer card.