

WESTFIELD STATE UNIVERSITY
Search Committee Checklist

Search Preparation/Initial Meeting

- Search chair confirms committee charge with hiring manager (i.e. presented with one finalist or top 2-3 finalists?)
- Search chair for **faculty** searches contacts Susan Davignon to obtain Academic Affairs search guidelines
- Search chair contacts Jean Beal in HR & provides search committee names & advises whether any need search committee training (required every 2 years)
- Search chair appoints a member to document meetings and keep a record of decisions made
- Establish meeting schedule for the search and review attendance expectations
- Ctte: review/sign confidentiality & conflict of interest agreement; complete Disclosure form if candidate known to you**
- Reminder: Notes and Interview Rating forms are the property of the University**

Applicant Review (Search Chair/Committee)

- As a committee, review the job duties & determine the criteria for essential qualities/skills/experience levels & determine a matrix to track the applicant pool if there are many applicants
- Develop interview questions based on job description duties and responsibilities/qualifications
- Submit interview questions for approval to Human Resources**
- Select candidates for interview (include all University employees that meet the minimum qualifications) - review Minimizing Common Bias**
- Search chair sorts the applicant pool to YES, NO or MAYBE folders in Interview Exchange (IE)
- Search chair contacts Jean Beal in Human Resources to request verification of the diversity of applicant pool**
- Search chair sends regret emails through IE to non-qualified external applicants and personally contacts internal ones

Minimizing Cognitive Bias (Search Chair/Committee)

- Have a consensus about understanding the criteria used to evaluate candidates
- Be consistent throughout the process, same matrix, same questions, same forms
- Make a conscious effort to consider alternative hypotheses about applicant (employment gaps, address)
- Take detailed notes during the interview (to avoid contrast bias)
- Review ALL information during final deliberation
- Take the time to discuss and document the reasons for choosing or not choosing a particular applicant

Pre-Interview Arrangements (Search Chair/Committee)

- Determine interview length, allotting time for deliberation, & whether to do 1st round interviews via Zoom
- Reserve a location for on-campus interviews
- Provide interviewees the Employee Benefits Overview & Benefits & Wellness Flyer prior to interview
- Divide interview questions among search committee members
- Arrange for demonstration or skills test materials/equipment, if appropriate
- Prepare materials for committee: pens, rating forms, résumé and position description
- Designate a committee member(s) to greet the candidate

Interviews/Deliberation (Search Chair/Committee)

- Conduct the interviews; allowing time for discussion following each meeting
- Use appropriate Interview rating form. AFSCME form required. Professional/Faculty Interview Rating form optional, but useful (Committee may develop their own)
- Develop reference questions and check references (A reference check form is a required document)
- Review ALL applicant materials when deliberating
- Search Chair will write a narrative summary for the search to submit to Department Head/Chair & HR

Concluding Steps (Search Chair)

- Provide the name of the finalist(s) and narrative summary to the Department Head/Chair
- Notify non-interviewed candidates if not already done and personally contact internal candidates/give feedback
- Once Dept. Head/Chair has made a selection, contact the other interviewed candidates to convey regrets (AFSCME: regrets in writing, within 30 days of hire date; APA: within 10 days of candidate's acceptance of position)
- Forward all search forms and notes to Jean Beal in Human Resources. Shred docs printed from IE but not written on. Appointment will NOT be finalized until Search materials have been received and all applicants notified.
- Instruct finalist (APA, NUP, Faculty) to forward an official transcript of highest degree to HR@westfield.ma.edu

For assistance with any stage of the hiring process, contact Tracy Daborowski (ext. 8809) or Jean Beal (ext. 8730) in HR.