A GUIDE FOR NON-ACADEMIC SEARCH COMMITTEES

California State University, Fresno

Prepared by Michael R. Dunn

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The Search Committee

Selecting the Committee Chair and EEO Designee
This is the time to decide who will chair the search committee. Generally, for staff positions, the chair is the hiring manager although someone else may be assigned as designee. Please be aware that the administrator in charge of the unit or in some cases the appropriate Vice President will be required to approve any hiring action or decision. It is recommended that a point of contact be designated at this time to assist in the support functions associated with the coordination of a search.

Selection of the Equal Employment Opportunity Designee is equally important and should be completed at the earliest possible opportunity. The EEO Designee and the Search Committee Chair will work closely to ensure compliance with the university’s Equal Education and Employment Opportunity Plan. Both parties must certify the process before a nomination is submitted to the Hiring Manager. To obtain a list of approved EEO Designees, contact the EEO Coordinator in the Human Resources Office (278-5010) or visit the EEO web page: www.csufresno.edu/humres.

Role and Responsibilities of the Search Committee Chair:
Normally, the first person to be selected for the Search Committee is the Chairperson, who is usually appointed by the head of the unit to which the selected person will report. The committee chair:

- Consults with the Recruiter and EEO Designee to review the search process, as needed.
- Schedules and directs all Search Committee meetings.
- Serves as a contact person, maintains all records associated with the search process.
- Provides application materials and related instruction to Search Committee members.
- Conducts or assists with reference checks.
- Serves as liaison between Search Committee members and candidates.
- Arranges travel accommodations for interviewees, if requested.
- Assesses and discusses with Department Head/Administrator any conflict of interest issues. For example, candidates may perceive an unfair process when a member of the Search Committee appears to be in a personal or business relationship with one of the candidates.
• Submits a list of two to five (preferably a minimum of three) unranked candidates to the Administrator or Department Head.

• Advises the appointing Administrator/Department Head of finalists’ strengths and weaknesses.

• Maintains a record of all Search Committee meetings.

• Completes the Applicant Screening Record form for administrative review.

• Collects all records from committee members and forwards to the hiring Administrator/Department Head who retains such records for a minimum of three years.

The Role and Responsibility of Search Committee Membership

The Administrator/Department Head and the Search Committee Chairperson usually confer as to who will be represented on the Search Committee. The Search Committee members should have a legitimate interest in the selection process. For example, in the selection of a Recruiter, it might be advantageous to include a few of the primary recipients of the service provided by the Recruiter position. For administrative positions, persons who will be subordinates, peers, and/ or superiors of the person selected should serve on the Search Committee. Where the dean of a college is being sought, it is customary to include subject matter specialists as well as prospective peers and supervisors. The composition of all Search Committees should be well balanced across gender and ethnicity. Generally, search committees are comprised of staff and faculty who have an interest in the function served by the position. However, on occasion, individuals outside of the university may serve on the Search Committee.

Search Committee members should not be related by kinship, personal relationships, or be engaged in business ventures with persons who apply for the vacant position. Persons who are known adversaries of applicants likewise should not be members of a Search Committee. It is incumbent upon a Search Committee member to disclose when such a conflict arises. Upon having knowledge of any conflict of issue potential, the committee Chairperson should discuss the matter with the Department Head/ Administrator and take appropriate action.

Committee Member’s Responsibilities

• Attends all meetings scheduled by the Chairperson.

• Assists in establishing a timetable.

• May assist with writing the vacancy announcement and determining media for distribution, when requested.
Develops lists of interview and reference questions, if requested.

Participates in all interview sessions.

Calls references and former employers, when assigned by the chair, and reports findings to the committee.

Evaluates applications according to education, experience, and other relevant criteria defined in the vacancy announcement.

Assists the Chairperson with travel accommodations and interviewing schedules, if requested.

 Recommends from two to five (preferably a minimum of three) of the best-qualified candidates, unranked, to the employing Administrator/Department Head. The committee’s work usually ends with the recommendation to the Administrator/Department Head.

Forwards all records to the Chairperson after the search.

**Role and Responsibility of the EEO Designee:**

EEO Designee’s for staff positions serve on search committees as designees of the EEO Coordinator. Designees share the responsibility for ensuring that the Equal Employment and Educational Opportunity Plan (EEEOP) is being adequately implemented. It is the responsibility of the hiring manager to appoint a designee to serve on the search committee. A list of approved EEO Designees may be obtained from the EEO Coordinator. (mdunn@csufresno.edu). A complete list of authorized EEO Designees can be found at [www.csufresno.edu/humres/EEO](http://www.csufresno.edu/humres/EEO). EEOD responsibilities are to:

- Be aware of the summary of underutilization by occupational group cited in table 7 of the EEEOP.

- Participate in the recruitment process from its initial stages to completion while keeping the coordinator, workplace equity program, informed as appropriate.

- Ensure that recruitment efforts are far-reaching and include efforts that attract qualified candidates from the broadest practical labor pool. An assessment shall be made to determine the extent to which recruitment efforts have been successful in attracting a diverse pool of candidates who are both qualified and truly competitive and render a decision as to the need to address any problems. Inform the EEO Coordinator as appropriate.