• Monitor the selection process at the search committee level, taking responsibility for assuring that all candidates are given fair consideration based on published criteria.

• Communicate problems or violations of university policy to the Affirmative Action Coordinator.

Preparing the Search Committee

The committee needs to meet early in the recruitment process to review:

• The charge of the committee.

• Role of the chair.

• Expectations of the chair and committee members.

• Orientation to the process.

• Timeline.

• Training by Human Resources and EEO Designee.

At the first committee meeting, the hiring supervisor will:

• Charge the committee by discussing the position as it relates to the unit and division as a whole. Also, discuss the job criteria, including areas of emphasis and importance.

• Invite EEO and the designated Human Resources representative to present an overview of the process as well as answer questions.

The responsibility for documenting the selection normally rests with the committee chair. This documentation is a summary of the committee’s discussion and analysis of the most qualified person for the position. In the event that others participate in second interviews to make a final decision, it would be appropriate for them to provide input to the chair as part of the documentation process.

To ensure committee effectiveness, committee members need to:
• Assume personal responsibility for the outcome.

• Identify strongly with their role and responsibilities.

• Actively analyze and evaluate information, clarify ambiguous issues, clearly communicate, listen actively and express opinions.

• Be open-minded and develop a “filter” to ensure that personal or individual biases do not interfere with how a candidate is evaluated.

• Attend and participate in all meetings and interviews.

• Plan and schedule for the required time commitment.

• Commit to keeping all information about candidates and the process confidential (see below).

It is not appropriate for a person to serve on a search committee when a conflict of interest exists (i.e., spouse or close friend of committee member applying for position). Such a conflict may require withdrawal from the search committee. Personnel policies of the university do not prohibit employment of more than one member of a family at Fresno State. However, no employee may vote, make recommendations, or in any way participate in decisions about any personnel matter, which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, other employment status, or interest of a close relative. Close relative is defined as husband, wife, mother, father, son, daughter, sister, brother, and step-relatives or in-laws in the same relationship.

Committee members are reminded that their deliberations, as well as application materials, must be treated with the strictest adherence to confidentiality. Any information an individual has access to as a result of his/her status as a committee member is confidential. If confidentiality is not maintained, both during and after the recruitment process, it can lead to the cancellation of the search and/or a complaint being filed by a candidate. Confidentiality also becomes important when notifying candidates of their status upon completion of the search process. Candidates may want information about the qualifications of other candidates with whom they have competed. Remember the privacy rights of the individual candidates. It is recommended that you contact Human Resources for guidance prior to releasing information.