

# Searching for Excellence: A Search Committee Checklist

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## Before the search <sup>1</sup>

- Attend search committee training.
  - Educate yourself about common - and often unconscious - biases and assumptions.
  - Identify effective strategies for recruiting and hiring people from traditionally underrepresented groups.
  - Consider what factors in your department might discourage applicants from traditionally underrepresented groups and/or lead them to turn down an offer.
  - Keep in mind that diverse interests/experiences contribute positively to candidate qualifications.
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## Developing the position description <sup>2</sup>

- Use qualifications that are as broad as possible re: scholarship, experience, and disciplinary background.
  - Include in the position description all qualifications/characteristics to be used in screening candidates.
  - Include "ability to interact & collaborate effectively with a diversity of colleagues and students" as a minimum qualification.
  - Make any qualifications preferred that are not absolutely required.
  - Make sure that position description and advertisement signal a commitment to inclusion:
    - Include the NDSU EO statement in the advertising.
    - Add: NDSU is an NSF ADVANCE institution.
    - Consider using this or a similar statement: Women and members of other traditionally underrepresented groups are encouraged to apply.
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## During the search <sup>1</sup>

- Advise the chair if you cannot be at a search committee meeting.
  - Recruit actively: network with colleagues at other universities; be proactive at conferences.
  - Make time in your schedule to read application materials thoroughly.
  - Keep your cognitive errors card handy and refer to it often.
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## Conducting the interview <sup>2</sup>

- Develop, as a committee, a series of questions to use consistently with each candidate.
  - Be sure you allow time for each candidate to ask questions.
  - Make sure interactions with each candidate are honest and gracious.
  - Market the position, your department, college, NDSU, and the F-M community.
  - Do not ask personal information of the candidate. BUT, offer information about such things as the spouse/partner hiring policy to each candidate - don't pick and choose.
  - Do not assume family responsibilities will have a negative impact on a candidate's career.
  - Focus your attention on the individual's scholarship and skills rather than other characteristics.
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## Preparing the offer

- Strive to reach a consensus among committee members about a recommendation for hiring.
  - Be sure that the search committee - as a whole - has a clear rationale for its recommendation based on advertised qualifications.
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## After the Search

- Participate in an evaluation of the search process and its effectiveness.
- Encourage the new hire to participate in the university wide mentoring program.
- Encourage the research, teaching, and service contributions of the new hire.
- Help the new hire identify multiple mentors and various mentoring and professional development opportunities.
- Follow-up both formally and informally with the new hire to help with transitions and to address any concerns.

<sup>1</sup> For resources see: [http://www.ndsu.edu/forward/resources/resources\\_for\\_faculty\\_recruitment/](http://www.ndsu.edu/forward/resources/resources_for_faculty_recruitment/)

<sup>2</sup> For resources see: [http://www.ndsu.edu/diversity/equity/recruitment\\_and\\_hiring/](http://www.ndsu.edu/diversity/equity/recruitment_and_hiring/)