# Searching for Excellence: A Search Committee Checklist

## Before the search
- 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.

## Developing the position description
- 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.

## During the search
- 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.

## Conducting the interview
- 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.

## 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.

## 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.

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1 For resources see: [http://www.ndsu.edu/forward/resources/resources_for_faculty_recruitment/](http://www.ndsu.edu/forward/resources/resources_for_faculty_recruitment/)

2 For resources see: [http://www.ndsu.edu/diversity/equity/recruitment_and_hiring/](http://www.ndsu.edu/diversity/equity/recruitment_and_hiring/)