

Search Committee

Ethics and Responsibilities

The search committee assists in identifying qualified applicants, conducting interviews and determining the best applicant for hire. The interview process should demonstrate practices that endorse competency behavioral-based hiring.

Performance-based hiring puts more emphasis on the *doing* rather than the *having*. It's what people do with their training, skill, and knowledge that matters. Questions are designed to assess past performance to determine how the candidate might react to real life problems and challenges that they will encounter in the position. This does not have to be exact; however the skills need to be evident.

To fulfill performance-based hiring practices, each committee member will:

- * Work in a team environment to assess the motivation, competence and fit of each candidate
- * Designate specific interview questions to ask
- * Allocate specific times to be in charge of note taking during the interview
- * Investigate further into short or unsatisfactory answers, acquiring specific instances
This can include asking: "Please give us an example of..." (look for past performance) and "What were the results?"
- * Restate a question one or two times to make sure the candidate understands what you are asking

In addition to hiring process responsibilities, each committee member is expected to:

1. Follow a common Code of Ethics to protect confidentiality and integrity of every candidate.
2. Refrain from discussing candidates or the interview process outside of meetings.
3. Read the Pre-Employment Inquiry Guide to gain knowledge and understanding of legal and illegal questions to ask during an interview.
4. Review each candidate's credentials (resume, cover letter, application).
5. Be present for each interview, arriving 10 minutes before and remaining 20 minutes after to allow for debriefing.
6. Recognize gut feelings and intuition as unacceptable input to the hiring decision.

Adapted from Sally Schmall of Academy Coaching, 2010