SEARCH COMMITTEE HINTS FOR SUCCESSFUL STAFF SEARCHES
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Search committees are required for any senior level staff search.
Initial Steps

Anyone wanting to hire a person should contact the Business Team to begin the development of the position.

• This includes all levels of staff or student hiring.
• Contact Tammie Herrington or Donna Hahn for the necessary forms based on the type of position.

The Business Team will work with the hiring authority to determine if a search committee is required.

The hiring authority will provide the Business Team with information needed to post the position.

If partial IANR funding is involved, ensure that all additional IANR procedures and forms are completed.
Hiring Authority

The hiring authority, as it pertains to the search process itself, is usually the Department Chair, Research Center Director, or Dean. He/she will...

After consultation with Business Team, use the HR toolbox website to see additional helpful hints for the hiring process. Link: hr.unl.edu/employment/toolbox

Choose the search committee if required and identify the chair.

Invite others to participate in the interview process.

Formulate charge to the search committee in writing and share position description.

Discuss timeline with Business Team regarding advertising and posting requirements.

Be included on the interview schedule and receive résumés, etc. prior to meeting each candidate.

Determine when references will be checked.

Coordinate any multi-unit arrangement details prior to an offer being made.

Consult with Business Team on hiring range and offer package.

Contact candidates to make job offers, and consult with other administration as necessary.
Search Committee Chair

The chair will...

Facilitate search committee discussions.

Develop a short list resulting from committee discussion regarding each finalist. Use applicant log to determine and evaluate each candidate.

Once short list is determined, applicant log is forwarded to the Business Team. They will update the status of candidates in PeopleAdmin and forward the applicant log to the appropriate office for approval.

During the process, properly respond to queries from other candidates with the following responses: “We are still in the interview process,” or, “The search committee is still deliberating.”

Keep all notes from the search committee discussions for four years or turn search file in to the Business Team to be kept.

Develop a list of interview questions with committee input and distribute to committee.

After interviews are completed, provide recommendations to hiring authority either through written feedback from committee or verbal discussion.

Coordinate reference checks with the hiring authority.
Committee

The committee will...

Develop a ‘courting’ email that goes beyond the job description. ‘Sell’ position, unit, college, university and town (examples of these are available in the CEHS Dean’s office).

Preschedule the series of search committee meetings that might be needed to review applicants and interview candidates.

Work with the hiring authority on reference checks. If available, have two people listen to each reference if references are obtained orally rather than in writing – record/summarize answers in writing.

Develop evaluation tool for distribution to individuals involved in candidate interviews – include a rubric for summative evaluation (e.g., highly desirable/acceptable/not acceptable).

Pre-schedule a meeting of the search committee occurring one to three business days after the last candidate interview to develop search committee recommendations.

Review evaluation ratings and comments, identify acceptable and non-acceptable candidates, and create lists of strengths and concerns about each acceptable candidate.

- Committees should be careful not to rank candidates or to reveal their preferences beyond the committee, department chair, or dean prior to candidates being contacted with possible job offers.
- It is expected that more than one candidate will be sent forward for the department chair’s or dean’s consideration for each position.

Maintain absolute confidentiality, even after an offer has been made.
• Do not reveal the final list of candidates or any order of preference among candidates.
• If someone in the pool contacts you, refer him or her to the search committee chair.
• Answer all queries until an actual hire has been announced with this response: “We are still in the search process.”

Staff Support Person

This individual will...

Use the HR toolbox website for help with the PeopleAdmin system. Link: hr.unl.edu/employment/toolbox

Arrange for the hiring authority (depending on search) to meet with the committee at the first meeting to give the charge and discuss details.

Arrange facilities for committee meetings.

Manage dissemination of position description to publications, websites, listserves, etc. as specified by the committee staying within any budget constraints.

Coordinate and make arrangements for candidates’ on-campus interviews.

Arrange for reimbursement of expenses to candidates or committee members as appropriate.

Collect evaluations (originals) and make these available to the search committee.

Summarize evaluation results (numerical and comments) and provide to committee in a confidential manner.
It is the policy of the University of Nebraska–Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion or political affiliation.