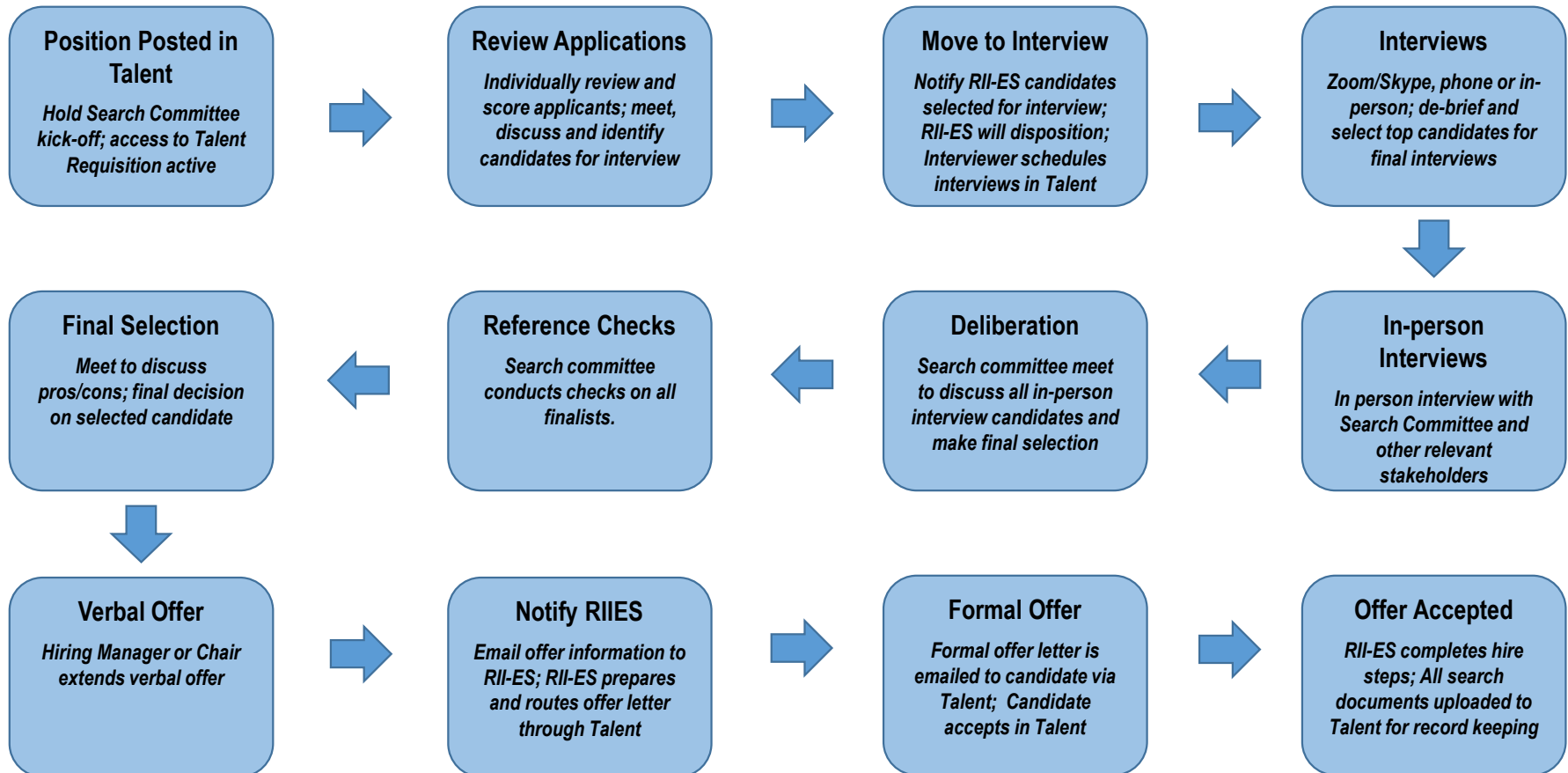


Search Committee Guidelines



Search Committee Guidelines

How will RII Employee Services (RII-ES) support the process?

- Provide support in title/position identification, position description development and posting requirements
- Provide Search Committee instructions and guidelines for conducting an appropriate and successful search
- Provide applicable documentation and guidance regarding application review and scoring
- Will attend kick-off meeting upon request to provide information on best practices for conducting a search
- Provide guidance on coding non-selected candidates; will disposition in Talent based on information provided by Search Committee
- Provide support in developing consistent and relevant questions for interviews and reference checks
- Will be available to answer any questions and concerns to support the search committee during the search process

Search Committee Guidelines

Search Committee Role: Effective search committee members are well-connected, available to participate fully and consistently, and comfortable engaging in rigorous debate in order to effect the best outcome.

- Read the Guide to Successful Searches: <https://hr.arizona.edu/supervisors/recruitment-hiring/guide-successful-searches>
- Participate fully and consistently;
- Protect confidentiality of candidates and the decision-making process;
- Treat all candidates in a thoughtful and respectful manner;
- Set aside biases and preconceptions in order to fully consider all those who may be qualified to assume University roles;
- Give fair consideration to all candidates
- Report any conflicts of interest with any applicants including relatives
- Maintain contact with RII Employee Services throughout the process including providing updates; reach out with questions and/or concerns

IMPORTANT: Records Retention

All records relating to any and all employee recruitment and applicant selections (including, but not limited to, application forms (if highlighted or written on), matrices, interview notes, supervisor notes, and any other personnel documents and records handwritten or typed) must be collected and submitted to RII Employee Services for archiving at the close of hire.

Search Committee Guidelines

Applicant Screening

- HR and RII Employee Services do not pre-screen for minimum qualifications. Search Committee will review all applicants to select those that do meet the minimums.
- It is recommended the Search Committee use a matrix for scoring and ranking applicants
- Search Committee will be provided with two optional matrix templates:
 - Simplified Scoring System with points assigned as follows:
 - (1) Does not meet minimum qualifications
 - (2) Meets all minimum qualifications
 - (3) Meets all minimum qualifications + (strong indicators of potential success in the position based on previous experience and education when compared with minimum and preferred qualifications.
 - Scoring and Weighted System
 - Use a combination of scores and weights to rank applicants
 - Search committee may determine the criteria for weighting
- Expectation is that candidates scoring at least one (3), (or equivalent weighted score) in individual reviews will be discussed during Search Committee group review.
- Search Committee group review ranks applicants and identifies those for interview.