

## **Working document for faculty search committee chairs**

Refer search committee to UGA Libraries Faculty Search Committee Guidelines at <http://www.libs.uga.edu/staff/facsearch.html> at the start of the search.

Membership of the search committee will be communicated to Grapevine by the Human Resources Department as soon as the committee has been appointed by the University Librarian and Associate Provost.

Remind search committee members and inform candidates that Georgia is an open records state. The circulation of e-mail amongst members of the search committee to discuss search committee business is not recommended (with the exception of scheduling meetings).

The search committee and HR representative should agree on the key questions to be asked of each applicant during any telephone and/or on-site interview.

The Committee Chair in coordination with the HR representative take leadership in determining scheduling for candidate visits and communicating candidate presentation schedules to ensure that Libraries faculty have adequate time to adjust their schedules to view candidate presentations (e.g. some areas require two weeks' notice, particularly areas with public service schedules).

Remind search committee members that they are responsible for transportation to and from dinners. Search committee members should also be reminded that meals for the candidate will be covered by designated committee members themselves, and will be reimbursed by the Libraries. As the date of the interview approaches, committee chair should coordinate with the HR representative re: picking up the candidate for dinner, day of the interview. An itinerary of the candidate's visit will be provided by the HR representative.

Be aware that it is your prerogative to invite people outside of the search committee to candidate lunches so that the candidate has an opportunity to meet people in other areas of the Libraries, and to emphasize that meals are an informal part of the interview process. Meals will be limited to three individuals plus the candidate, although you may ask the University Librarian to make an exception if circumstances warrant.

The Committee Chair in coordination with the HR representative lead in coordinating candidate meetings on the day of the interview (practice has been to let the last person with the candidate bring the candidate to the next scheduled appointment).

Remind anyone participating in departmental tours, departmental interviews, information sessions, etc. that they need to be aware that the candidate's interview continues through all social activities.

After the search is completed, the Committee Chair should provide thank you letters to search committee members to include in their dossiers.

The Committee Chair should be aware that there are certain questions and topics of conversation that are inappropriate to bring up with the candidate during the entire search process, whether in a formal interview setting or in more casual portions of the process (such as during meals, escorting the candidate to various meetings, etc.). It is the responsibility of the Committee Chair and the HR representative to make search committee members aware of these questions/topics as well. EEO guidelines are available at: <http://www.libs.uga.edu/humres/jobs/interviewguide.html>