

Search Committee Guidelines



Jefferson
College



Search Committees play a vital role...

- ❑ Represent Jefferson College as a welcoming community
- ❑ Carry out search in accordance with policies and procedures
- ❑ Evaluate and recommend the most qualified candidates



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Fostering a Collaborative and Welcoming Search Process

- ❑ Foster culture of respect, inclusiveness and belonging
- ❑ Encourage applications from individuals whose experiences and qualifications strengthen our community of excellence
- ❑ Create shared opportunities where all can thrive and contribute meaningfully



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Equal Opportunity Employer

- ☐ Do:
 - ☐ Treat everyone equally during the hiring process

- ☐ Do not:
 - ☐ Stereotype
 - ☐ Make assumptions



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Unconscious Bias

- ❑ Affects everyone
- ❑ Be aware of yours
- ❑ Utilize strategies to minimize impact
- ❑ Contact HR for additional resources

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Pre-Interview: Applicant Review & Selection

- ❑ Plan the full search process during the first committee meeting
- ❑ Establish selection criteria aligned with the job posting
- ❑ Evaluate all applicants consistently using the same criteria
- ❑ Do NOT interview anyone who does not meet the minimum requirements
- ❑ Use PeopleAdmin to identify alternates



Pre-Interview: Interview Questions

- ☐ DO:
 - ☐ Assist the Chair with developing interview questions
 - ☐ Notify the Search Committee Chair of any questions you prefer to ask
- ☐ DO NOT ask any questions regarding protected characteristics, including but not limited to:
 - ☐ Race or Color
 - ☐ Age
 - ☐ Religion
 - ☐ Sex (including pregnancy, sexual orientation, or gender identity)
 - ☐ Citizenship/national origin
 - ☐ Children or marital status
 - ☐ Disability
 - ☐ Genetic information
 - ☐ Status as a veteran



Interview Questions - Continued

- ❑ Decide if candidates will complete tasks (e.g., skills test, presentation, teaching demo)
- ❑ Tasks must align with the job posting and be applied consistently
- ❑ Reminder: As of July 1, 2024, skills testing is mandatory for all administrative support positions



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Interview

- ❑ Attendance
 - ❑ Expected to attend all interviews
 - ❑ If unable to attend each interview:
 - ❑ You may comment on the interviews you've attended
 - ❑ You may not participate in the overall ranking of candidates

- ❑ Conducting the Interview
 - ❑ Ask the same questions of each candidate
 - ❑ Avoid follow-up questions
 - ❑ Requesting clarification is okay

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Post-Interview: Recommending a Finalist

- ❑ Consider:
 - ❑ Application materials
 - ❑ Interview
 - ❑ Any additional tasks involved in the selection process
- ❑ Focus on evidence of qualifications
- ❑ Decide if a 2nd interview is needed

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Post-Interview: Search Report

- ❑ Search Report
 - ❑ Identify strengths and areas for improvement of each interviewee
 - ❑ All committee members provide feedback
 - ❑ Transparent and honest process

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Post-Interview: Checking References

- ❑ HR begins checking references after Search Report is completed
- ❑ HR uses a standard set of questions
- ❑ Committee Chair may discuss additional questions with the HR Ex-Officio



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Post-Interview: Offer

- ❑ HR makes offer after reference checks are completed
- ❑ Contingent on a clear criminal background check
- ❑ Contingent on Board approval, if applicable

The Office of Human Resources is authorized to discuss compensation with a candidate. Supervisors and Search Committee members should not negotiate or discuss compensation.



Confidentiality

- ☐ **Keep confidential:**
 - ☐ Applications and resumes
 - ☐ All search documents
 - ☐ Names of references
 - ☐ Screening materials and tools
 - ☐ Interview responses, conversations, comments, and notes
- ☐ Notes are to be turned into the Office of Human Resources by the committee Chair

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Questions or Comments?

Feedback welcome!

Contact:

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Tasha Welsh, Sr. Director of Human Resources, Ext. 3157

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Responsibilities at a Glance

Before Interviewing:	During Interviews:	After Interviews:
<ul style="list-style-type: none"> ✓ Complete search committee training within the past 24 months ✓ Participate in planning meeting to confirm process and criteria ✓ Review applicants based on posted qualifications ✓ Help develop interview questions and task expectations 	<ul style="list-style-type: none"> ✓ Attend all interviews (if not, you may not participate in ranking) ✓ Ask only approved questions (plus limited clarifying questions) ✓ Avoid discussing protected characteristics ✓ Evaluate each candidate based on evidence and criteria 	<ul style="list-style-type: none"> ✓ Participate in selecting a finalist based on agreed criteria ✓ Provide constructive feedback on all interviewed candidates ✓ Submit notes to Chair for HR records

Maintain confidentiality at all times. Reach out to HR with any questions or concerns.

