

Choose an optimal search committee and interview schedule

IF THE HIRE IS SIMILAR TO THESE POSITIONS,

...THEN THE TEAM INVOLVED IN THE HIRING SHOULD BE SIMILAR TO THIS...

...AND THE INTERVIEW ACTIVITIES SHOULD LOOK LIKE THIS

LEVEL OF EFFORT INCREASES (e.g., number of interviews & interviewers)

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PATH 1	<ul style="list-style-type: none"> Academic coordinator Accounting technician Administrative support Groundskeeper Human services practitioner Research technician 	<ul style="list-style-type: none"> Hiring manager HR representative Search committee comprised of the Hiring manager plus 1-2 additional individuals 	<ul style="list-style-type: none"> Screening phone Interview (optional): 1-3 interviewers participate in candidate calls of 10-15 minutes In-person interview: 2-3 search committee members participate in interviews of 30 minutes
PATH 2	<ul style="list-style-type: none"> Accountant Accounting manager Research associate HR consultant Application analyst/programmer Research specialist 	<ul style="list-style-type: none"> Hiring manager HR representative Search committee comprised of the hiring manager plus 2-3 additional individuals Additional panelists (Optional): 2-3 further panelists may participate (e.g., potential future co-workers) 	<ul style="list-style-type: none"> Screening phone Interview (optional): 2-3 interviewers participate in candidate calls of 20-30 minutes <p>INTERVIEWS HELD ON THE SAME DAY FOR ALL CANDIDATES IF POSSIBLE:</p> <ul style="list-style-type: none"> In-person interview: Search committee members participate in 30-60 minute interviews Additional in-person interview (optional): 2-3 additional interviewers/panelists interview candidates for 20-30 minutes
PATH 3	<ul style="list-style-type: none"> Tier II Senior Academic and Administrative Officers <ul style="list-style-type: none"> Assistant/associate/vice deans Assistant/associate/vice provost Assistant or associate vice chancellors Communication and marketing directors Fundraising and development officials University attorneys 	<ul style="list-style-type: none"> Hiring manager HR representative Search committee: 3-5 individuals, including hiring manager or search committee chair Additional panelists (Optional): 2-3 additional panelists relevant to the position (e.g., peers, co-workers from other departments) 	<ul style="list-style-type: none"> Screening phone interview (optional): 2-3 interviewers participate in candidate calls of 20-30 minutes <p>INTERVIEW ACTIVITIES HELD ON THE SAME DAY IF POSSIBLE:</p> <ul style="list-style-type: none"> In-person interview: 2-3 interviewers participate in interviews of 45-60 minutes Panel/Meet & Greet: Candidate meets with campus stakeholders for 45-60 minutes Presentation or additional interview: Search committee and additional interviewers as appropriate meet with candidate for 30-60 minutes Breakfast/lunch/dinner: Candidate may have one or more meals with campus stakeholders for 60-90 minutes In-person interview: Hiring manager interviews candidate for 45-60 minutes