

Overview of Search Procedures for AP and Specialized Faculty Positions

1. Search Committee Meeting to plan the search

The following outline can be used to start an agenda for the meeting:

- **Obtain Charge from Executive Officer**
- **Review Office of Diversity search documents** (each opens in new window):
 - [Office of Diversity Search Process pdf](#)
 - [Interview Questions and Pre-Employment Inquiries](#)
 - [Non Discrimination Statement](#)
- **A WORD ABOUT CONFIDENTIALITY**
 - Search process is confidential
 - Maintain confidentiality before, during, and after the search of all candidate information and deliberations.
 - Candidate information should not be shared
 - Finalist information should not be shared
 - Reference checks must be done with guidance from Search Chair/Department Head
 - For searches where there are internal applicants, the search committee must take extra care to NOT discuss any aspects of the search in front of internal applicants. The department must also take care when scheduling interviews to ensure the confidentiality of finalists.

Planning Your Search

- **Search Process Best Practices**
 - Free of bias or stereotyping or applicants in verbal or written communication
 - Candidates must be evaluated fairly
 - Search Committee discussions need to focus on the materials submitted (resumes, references, etc), interviews, and comments from individuals that also met with the finalists. Personal information on any applicant must be kept out of the search committee discussions.
 - Campus visit provides similar opportunities for each finalist
 - Interview procedures treat finalists consistently
- Your search will need to document the **good faith efforts** that were addressed during the search. Here are some examples which will help your committee formulate a plan best suited for your search:
 - Reviewed Affirmative Action Placement Goals for Position
 - Reviewed Diversity of Applicant Pool Report
 - Reviewed Diversity of Finalist Pool Report
 - Recruited at professional conferences that target underrepresented professionals
 - Called or sent the position announcement to professional organizations focusing on underrepresented individuals
 - Engaged local and regional networks of people in related fields at corporations/businesses to suggest potential candidates
 - Mailed/emailed vacancy notices to graduate departments, professional journals, and/or newsletters
 - Sent position announcement and/or requested nominations from departments in:
 - Historically Black Colleges and Universities (HBCUs)
 - Hispanic Serving Institutions
 - American Indian Serving Institutions
 - Asian serving Institutions
 - Good faith efforts that are not listed above

Overview of Search Procedures for AP and Specialized Faculty Positions

□ Discuss Advertising Sources

Staff contact should provide the Search Chair the list of ad sources to be used for the search (taken from the Search Form). Will sources already identified be effective in soliciting and recruiting a qualified and diverse pool of applicants? Should additional sources be used?

Planning for Review of Applicants

□ Discuss and set the Initial Screening Criteria. Establish criteria **BEFORE** review of **ANY APPLICATIONS**

- Required and preferred qualifications from the ad must be used as the screening criteria
- If a degree area states “or related field” discuss and define what areas are related
- Applicants must meet all required criteria to move forward in the search process

□ Discuss letters of reference

- Search committee must have a consistent plan concerning letters of reference
 - All must be in for review of application? (Date may have been specified in the ad)
 - All must be in to select applicant for next level of review?
 - Other?
- Whatever plan is selected, the search committee must be consistent for all applicants at each stage of the process.
- Evaluation of references- strength of letters especially as related to applicant screening criteria
- **Please note- Search Committee members cannot be references for any applicants.**
- If references are contacted via phone, the questions and answers from the conversation must be documented and uploaded into HireTouch.
- Review the [LAS Hiring site- Letters of Reference- using HT for collection](#) for information on using HT to collect reference letters.

□ Discuss late applications

If your ad will remain on jobs.illinois.edu past the advertised deadline date the search committee will need to discuss the following three options:

- Not review any late applications after the deadline. Begin the review of on time and complete applications. If the on time and complete applications do not yield a strong pool, your committee can decide to then look at late applications. See point 2 below for further information on reviewing late applications.
- Review on time and late applications from the beginning of review period. Appoint a member of the search committee to work with the staff member to monitor applications received after the deadline date. Notify the search committee when new (late) applications have been submitted. The committee will need to review all late applications received prior to a decision to make an offer.
- Remove the posting from the job board at midnight of the deadline date. Late applications could not be submitted.

□ Establish timeline for search process

□ Begin Discussion of the Interview Process- See section 5 for items to discuss.

2. Committee Review of Applications

Overview of Search Procedures for AP and Specialized Faculty Positions

- Review the Diversity of the Pool Report. This report will be sent to the Search Chair and Diversity Advocate via email the day after the deadline
 - Review applications using the established application screening criteria
 - Keep in mind information from the Office of Diversity on reviewing applications:
 - Be mindful of unconscious bias as you review candidates names, experiences, educational institutions, etc.
 - Evaluate each candidate's entire application; don't depend too heavily on only one element such as letters of recommendation, or the "prestige" of the degree granting institution or post-doctoral program.
 - Don't automatically eliminate candidates without preferred qualifications.
 - Be able to defend every decision for eliminating or advancing a candidate.
 - Spend sufficient time (at least 20 minutes) evaluating each applicant.
 - Discuss if regret emails should be sent to applicants who did not meet mins at this time. It is best to keep applicants informed along the way whenever possible. Regret emails should be sent via HT. See the HT Resources tab- *Email Correspondence* for instructions.
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3. Screening/Phone Interviews (optional)

If the Search Committee conducts screening/phone interviews in order to determine a set of on campus finalists, document the criteria for evaluating these interviews.

LAS highly suggests documenting why applicants involved in the screening/phone interviews were not chosen as on campus finalists. Keep this information with the official department search file.

4. Selection of Finalists

- After on campus finalists are chosen, provide the information below to the Unit Contact so she/he can submit the Finalist Notification Form (FNF) as soon as possible. Finalists can be invited while the FNF is being completed, but we ask that the FNF be fully approved **BEFORE** any campus visit begins. The form approval page defaults to ODEA, but please change the approver to *Elli, Amy*.

Document and Submit:

- Screening criteria for review of applications (code as *Application Evaluation Criteria*)
- Copies of all ads placed (as they appeared in each source; code as *Advertisement*)
- Update Status Codes for all applicants
- Interview Questions and Review Criteria (we strongly encourage all units to have these two items established early in the process code as *Finalist Interview Questions; Finalist Interview Criteria*)
- A yes/no answer to the following: Did the Search Com and Diversity Advocate review and discuss the Diversity of Pool Report?
- If only 1 finalist, please explain

Status Codes to choose for applicants:

1. Not reviewed (the committee did not review submitted information)
2. Incomplete Application

Overview of Search Procedures for AP and Specialized Faculty Positions

3. Does Not Meet Minimum Qualifications – Education/Degree
4. Does Not Meet Minimum Qualifications – Experience/Skills
5. Meets Minimum Qualifications – Lacks Preferred Education/Degree
6. Meets Minimum Qualifications – Lacks Preferred Experience/Skills
7. Screening or Phone Interview
8. Finalist and/or On-Campus Interview
9. Withdrew

□ Discuss if regret emails should be sent to applicants who have not been selected to move forward at this time. If a group of applicants could possibly be considered if the on-campus finalists do not yield a strong pool, it is best to wait to contact them. If there are groups that would not be considered for the position, it is best to contact them at this time. Regret emails should be sent via HT. See the HT Resources tab- *Email Correspondence* for instructions.

5. Interview Process

Please ensure that the following are established before any interviews begin:

- **Interview Review Criteria**- used to evaluate each on campus interview

Interview Review Criteria will normally be based on a more in depth review of the Initial Screening Criteria including items that could not be assessed on paper or reference letters. Examples from various searches in the recent past can be requested from Amy Elli.

- **Basic set of Interview Questions**

Candidates should be asked similar questions, thereby allowing comparative judgments to be made while ensuring that crucial job- related information is obtained. These questions are asked by the search committee to each on campus finalist. Examples from various searches in the recent past can be requested from Amy Elli. Additional questions such as follow-up questions do not need to be documented.

- **Interview schedule**

All interviews should, barring unique circumstances, be conducted under reasonably similar circumstances, and all candidates should be given similar opportunities to meet the same set of colleagues.

All individuals interviewing the finalists should review the following;

Position Announcement

Finalist's Vita

[Interview Questions and Pre-Employment Inquiries](#)

6. Search Committee provides recommendation to Executive Officer

The search chair should write the Summary Narrative outlining the search committee's recommendation and send to the Executive Officer and Hiring Official (if a different person). The recommendation may end with a ranked list or only include the overview of each finalist. The Executive Officer/Hiring Official should provide guidance on what they expect to receive. The Narrative must include the following:

- Good Faith Efforts addressed for the Search

Overview of Search Procedures for AP and Specialized Faculty Positions

- Interview Review Criteria
 - Basic Interview Questions
 - Evaluation of each Finalist
 - For each Finalist: name, interview date, visual estimation of: gender, race/ethnicity
 - Justification for finalists must include how he/she met or did not meet the following:
 - Application Screening Criteria- qualifications; experience; references, etc.
 - Interview Review Criteria- in depth review of qualifications and experience; etc.
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7. Requesting Offer from Dean's Office

The Staff contact will need the following items to complete and submit the Summary Form:

- Letter from Executive Officer to Dean** requesting the offer (Upload into HT-code as **Other*)
 - Letters of reference** or transcripts of reference checks for all finalists (Upload into each finalist's HT file-code as *Letters of or List of References-CONFIDENTIAL*)
 - Summary Narrative** from Search Committee with and Executive Officer's (and Hiring Official if needed) recommendation added at the end of the document. (Upload into HT- code as *Summary Narrative*)

 - Submit Summary Form**- the Staff contact will submit the Summary Form which is **available via the Applicants tab, located within the proposed hire's HT file.**
 - Click on the light blue Applicants tab
 - Click on the name of the proposed hire
 - Click on the light blue Jobs tab and scroll to bottom of screen
 - Click *Start* on the Summary-Applicant row
 - Complete all required fields; Under *Justification for Hire*, type "See attached narrative"
 - Oral English Proficiency- ONLY needed if the proposed hire meets both of the following:
 - Will provide classroom instruction AND is a non-native English speaker
 - When ready to submit for approval, click *Save and continue to approvals*. The approvals are as follows:
 - Department: Unit Executive Officer (if in school, work with School on obtaining signature on letter to the Dean)
 - EEO Officer/College: *College, LAS Hiring*
 - The College office will determine all other approvers

 - Specialized Faculty Only- If the proposed hire is a Teaching/Clinical/Research Associate/Full Professor a dossier as outlined in [Provost Communication 26](#) and will need to be assembled. Contact Amy Elli.
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8. Contingent Offer and Background Check Process

The Office of the Dean will contact the unit via email with approval to issue the offer.

- Issue offer letter**
 - To ensure that your offer letter includes all necessary elements, please consult the [Offer Letter Elements](#) section of the LAS Hiring website and [Provost Communication #2](#). AHR also provides [offer letter examples](#).
 - Timing of the start date: The start date for the position cannot be before the background check is

Overview of Search Procedures for AP and Specialized Faculty Positions

complete. Please review the steps below so you can plan accordingly.

- While the offer is being considered, please make sure these items are completed:
 - If the job is still on the U of I job board and the search committee is finished reviewing applications, please email diversity@illinois.edu and ask them to remove the job.
 - Inform all other candidates of their status- via email in Hiretouch or letters. You may want to hold off on contacting the other finalists until after your top candidate has accepted the offer. Remember to scan and upload any letters into each candidate file in HireTouch. All applicants must be informed of their status in the search- this may have been done in stages throughout the search (an email to applicants that did not meet the minimum requirements sent after the first review of applicants, etc.).

□ If offer ACCEPTED

- After the written acceptance of the contingent offer has been received, upload the proposed appointee's written acceptance into HT (coded as *Acceptance Letter*). This must include the offer letter as well
- Submit **Summary-Applicant** AND **Background Check Request-Applicant** Forms
 - Click on the search workflow
 - Click on the light blue Applicants tab
 - Click on the name of the proposed hire (has the status code *Offer Pending*)
 - Click on the light blue Jobs tab and scroll to bottom of screen
- **Summary-Applicant** Form-
 - If edits are needed to the Salary Offer (Salary must abide by approved LAS range) or Start Date section are needed:
 - Click on *Approvals*
 - Click *Edit*, make edits, click *Save and Continue to Approvals*
 - Click *Approvals*
 - Click *Approve* (next approver is *ODEA, ODEA*). The Office of Diversity will review the Summary Form and issue the approval email. That email along with the search number, are required pieces in the HR Front End transaction
 - If edits are NOT needed:
 - Click on *Approvals*
 - Click on *Approve* (next approver is *ODEA, ODEA*). The Office of Diversity will review the Summary Form and issue the approval email. That email along with the search number, are required pieces in the HR Front End transaction
- **Background Check Request-Applicant** Form. The BCF can be submitted right after you submit the Summary Form to ODEA. [Information from AHR on Background Checks](#). If you are still in the applicants HT file-
 - Click on the light blue Jobs tab and scroll to bottom of screen
 - Click *Start* on the Background Check Request- Applicant row
 - Complete all fields and submit to **Illinois HR background check review*
- IF background check **needed**, AHR will email the staff contact:
 - "Background check ordered. Please inform your candidate(s) to expect a message from GIS from the following email address, UniversityofIllinoisHR@geninfo.com and the subject line will state: Action needed in connection with your application for employment with University of

Overview of Search Procedures for AP and Specialized Faculty Positions

Illinois.”

- IF check **not needed** OR when Background check **process complete**, AHR will email the staff contact:
 - “Proceed with the hiring process. A copy of the email should be attached to the HR Front End transaction.”
- Illinois Human Resources notifies the candidate of the successful completion of the criminal background check process
- If needed, the unit could follow-up with the candidate to confirm the start date and other details (such as visa or moving arrangements)
- Ensure all applicants have been notified of their status in the search

□ If offer **DECLINED**

If the proposed hire turns down the offer please complete the following:

- Update the status code for the person to- *Declined Offer* (via the Applicants tab)
- IF you wish to request to make an offer to a different finalist:
 - The search chair/Exec Officer will write up an addendum to the Summary Narrative indicating the date of the declined offer and the next steps the department wishes to take. Attach this revised Summary Narrative via the Activity Tab (code as *Summary Narrative*)
 - Submit the Summary Form - the Summary Form is **available via the Applicants tab, located within the proposed hire’s HT file**. Review page 5 for details on accessing the form.
- IF the unit will NOT make another offer:
 - Email an update on the search to Office of the Dean (amyelli@illinois.edu)
 - The Search Contact will reject the Summary Form for that finalist (last option on the approval screen)
 - Ensure all applicants have been notified of their status in the search

9. Finishing HireTouch portion of search

- If search is still on the job board, email diversity@illinois.edu and request that it be removed from the job board.
- Ensure that all applicants have been notified of their status in the search. Example emails can be found via the LAS AP or Specialized Faculty Search Resources Box Folder: <https://uofi.box.com/s/sjvxm0zhuzexnl8upux1nfw71uke4w> . Contact Amy Elli for access.

10. Process the hire through HR Front End

Consult the AHR website for instructions: <http://humanresources.illinois.edu/hr-professionals/hr-front-end-transaction-tips.html>