

# TALENT MANAGEMENT SYSTEM



COLORADO STATE UNIVERSITY

## Important items to discuss during the first search committee charge meeting

As the search chair or EO Coordinator, it is important to discuss each item below during the first search committee charge meeting. Please print off a copy for each committee member so that they may refer back to this resource if needed.

1. CONFIDENTIALITY is important. Please do not reveal the identity of any of the candidates at any time, either during the search or after it has concluded. This is especially important in the event that we may have internal candidates and/or candidates several Search Committee members may know. However, on-campus interview candidates are public knowledge.
2. Any discussions between Search Committee members are to remain confidential.
3. Don't discuss ratings with anyone {including other Search Committee members} until everyone on the Committee has had a chance to review all the files.
4. When doing ratings, it is okay to make notes under the Comments section on the screening form. However, as these rating forms may become public record, don't write anything that you would not want READ IN A COURT OF LAW.
5. If you personally print off applicant/candidate resumes, please keep them in a secure place. Once the search is completed, you will be asked to turn all copies into the administrative support for shredding.
6. Internal Applicants: If an internal applicant/candidate is not moving forward in the search process, please let them know prior to the public announcement of finalists by Search Chair or Hiring Authority by phone or in-person {no messages}
7. If you have any personal knowledge about an applicant/candidate, please do not share it with the Committee until after phone interviews or at time of reference checks if telephone interviews are not conducted. If you have any questions regarding this, please bring it to the attention of the EO Coordinator in one-on- one conversation, in person or by phone. Do not leave a voice mail message.

- a. Conflict of interest/recusal from consideration of applicant by committee member: when to disclose {immediately to Chair or EOC}; recuse when the applicant is discussed; sharing info determined by Chair/EOC after paper screening/prior to Finalist selection for on-campus interview
8. If you get unsolicited information from any staff/colleague, etc., about an applicant/candidate, tell them thanks for their information and do not share the information they provided to the committee. You may inform the chair privately if you have any concerns or questions.
9. Social Media: No social media info used in the search process except "Linked-In" - if an applicant sends a web link, it may be viewed by committee members
10. Refrain from using e-mail or voice mail as a forum to discuss unusual circumstances that may arise. Anything in writing must be kept for three years and could be used in a court of law if subpoenaed. SPEAK IN PERSON.
11. "Fit" - Be aware of the tendency of individuals to hire and promote those who are like themselves. Fit needs to mean being able to articulate, represent, educate on, and model institutional and departmental values.
12. When pre-screening for Minimum Qualifications: The chair and second reader need to ensure they are interpreting the qualifications similarly. Consult with the charging party for any clarifications needed. When pre-screening, a committee member should be looking for whether or not a candidate HAS or DOESN'T have the qualification(s), not to what degree.
13. Reference Checks:
  - a. Reference checks - Hiring Authority determines when/how they occur and must be announced at 1st search committee meeting:
  - b. Can occur at any point during search process\*
  - c. Can be conducted by either Hiring Authority or Search Committee
    - If by Committee:
      - Two or more search committee members conduct reference checks together (not independently) prior to making a recommendation to Hiring Authority using standardized questions developed by the full committee and approved by EOC
    - \*If by Hiring Authority:
      - Hiring Authority conducts reference checks alone **after** receiving committee recommendations/strengths/challenges on all finalist candidates

14. Interviewing guidelines: (refer to [Appropriate & Inappropriate Questions](#))

**Do not inquire about:**

Race  
Disability  
Age

Religious beliefs  
Marital status  
Ethnicity

Gender  
Sexual orientation  
Parental status

*If the applicant brings these items up, they can be discussed but only in a professional manner*

Can inquire about, but only in a truly job-related context:

- Personality style
- Affiliations/interests
- Geographic location
- Communication style
- Work experience
- Education history