

Acknowledgement of Search Committee Charge and Guidelines

I acknowledge my appointment as a member of the Search Committee for a staff position within the College of Family and Consumer Sciences. I agree to adhere to the following guidelines throughout the search process.

Mandatory Recruitment Training:

- I acknowledge that it is required by the University System of Georgia that all search committee members attend an approximately 23-minute employee recruitment training.
- I understand the training video can be found at the UGA Professional Education Portal (PEP) by searching for UGA Employee Recruitment Training.
- I will click the Continue button at the end of the training video to mark your training as complete to receive credit for completing the training.

Committee Expectations and Conduct:

- I understand my role as a Search Committee Member and commit to working cohesively as a group.
- I will contribute to creating an open and respectful environment among committee members and with all candidates.
- I will maintain strict confidentiality regarding all search committee proceedings and candidate information.
- I acknowledge that the University of Georgia (UGA) is subject to Open Records Law concerning UGA email and will therefore not discuss confidential information about candidates, resumes, or interviews via email. I will use in-person meetings, Microsoft Teams, or Zoom for such discussions.

Equal Opportunity and Non-Discrimination:

- I understand that UGA is an Equal Opportunity Employer and expects equal treatment throughout the entire search process.
- I am required to abide by the Equal Opportunity Office guidelines and conduct the search and interviews free of bias or discrimination, respecting the confidential nature of the process.
- I have reviewed the Interviewer Inquiry Guide of permissible and impermissible questions, and will refer to this guide when developing interview questions.

Application Review and Recruitment:

- I have access to UGAJobs to review applications and will contact facshr@uga.edu if I encounter any access issues.
- I understand that I am able to recommend applicants who meet the job description to apply.
- I understand that if the committee decides to recruit externally (e.g., professional listservs, websites), the job announcement must instruct applicants to apply through the UGAJobs website to be considered.

Interview Process:

- I understand that all applicants selected for an interview must be interviewed in the same format (in-person, Zoom/Teams) and with the same set of interview questions.
- I understand that the Search Committee will develop a list of interview questions and use this consistent set for every candidate.
- I will evaluate candidates against the qualifications in the job posting using their application materials to narrow the pool to the best-qualified applicants.
- I understand the importance of objectively defending every decision to reject or retain a candidate during screening.
- I acknowledge that staff positions typically have one round of interviews, but if there are over five qualifying candidates, the committee should conduct a first round to narrow the pool down to 2-4 individuals, followed by a second round of interviews.
- I understand that the Search Committee will be a part of the entirety of the interview process, including first and second round interviews.
- I understand that the Search Committee will conduct separate interviews from the supervisor, and will provide feedback about the interviewed applicants to the supervisor.

Concluding the Search:

- I understand that the Search Committee Chair is responsible for coordinating interviews with the supervisor and for providing the strengths and weaknesses of interviewed candidates to the supervisor at the conclusion of interviews.
- I acknowledge that the Search Committee Chair is responsible for completing the Staff Job Application Disposition Worksheet which is necessary to close out the posting.
- I understand that salary and start date negotiations are coordinated between OFHR, the supervisor, Department Head, Dean, and applicant when an offer is made.
- I will refer to the FACS Staff Search & Hire Checklist or contact facshr@uga.edu with any questions throughout the process.