

FACS Search Committee Best Practices

Search Charge

Hiring Authority delivers overview of position, applicant highlights, and timeline expectations

Committee agrees on a tentative timeline

Recruitment Efforts

Direct Outreach (email, phone)

Professional Listservs, Professional Websites

LinkedIn + Other Networks, etc.

Applicant Review

Committee develops a rubric to use for evaluating application materials

Committee meets to review applicants and compare rubrics

Committee chooses qualified candidates to contact for interviews

Conduct Interviews

Develop interview questions and determine the formatting of interviews

Search Chair coordinates and hosts interviews

Conduct interviews (1 round for under 4 qualifying candidates, 2 rounds for 5+ qualifying candidates)

Debrief and Recommendations

Committee debriefs to discuss interviews

Search Chair provides the Hiring Authority with recommendations of the Committee

Hiring Authority makes final hire decision