

Search and Screen Guide

Preparing for the Recruitment

Develop a strategy for recruiting a diverse and qualified applicant pool ->

<https://www.youtube.com/watch?v=noQK0WQ01X4>

- Determine advertisement and recruitment sources, such as social media or career fairs
- Review sources for potential unintended bias in the target applicant pool

Determine assessment methods and criteria before the recruitment begins

- Establish the criteria and benchmarks for evaluating application materials
- Develop interview questions and benchmarks that are directly related to responsibilities of position
 - Focus on developing screening criteria for applicant materials that is objective and specific
 - Focus on developing interview questions that are based on behavior, past performance, and/or technical expertise

During the Recruitment

Use active recruitment strategies to promote the position

- Use committee's networks to share the advertisement and help promote the opening
- Utilize sourcing strategies to contact qualified individuals personally and encourage them to apply

Evaluation, Screening, and Interviewing

Evaluate applicant materials based on predetermined assessment methods and criteria

- Committee must be able to defend, with documentation, every decision to advance or eliminate a candidate
- Consider using a formalized evaluation plan- https://tre.ohr.wisc.edu/documents/RAS-Assessment-and-Evaluation-Plan_Final-41.pdf

Promote equitability and confidentiality

- Do not discuss specifics of the search outside of the committee
- Direct requests for names of candidates to HR
- Evaluate only what has been provided on the application materials, not additional known information
- Discuss concerns about being unable to objectively review application materials with HR; don't discuss these concerns/opinions with the committee

Screening Best Practices:

- Spend equal amounts of time reviewing each candidate's application materials and apply criteria consistently to all candidates
- Step back to monitor whether qualified candidates are being excluded during initial screening
- Stagger how the committee reviews application materials; not everyone should start with reviewing candidate #1
- Use established criteria and depend only on relevant elements of the application materials
- Test committee members' conclusions, avoiding unconscious assumptions and equitably considering candidates

Develop strategy for interviews before they are conducted -> <https://hr.wisc.edu/docs/recruitment/quick-guide-to-interviewing.pdf>

- Determine interview location and review criteria for evaluating candidate interviews
- If applicable, assign questions to each interviewer and determine interview question sequence

Following the Recruitment

Maintain timely communication with candidates to respectfully inform them of their status as the selection process progresses

- Consult with HR before responding to candidates that are inquiring about specific information regarding their application status

Retain applicant records

- Qualified applicants can be a great resource for sourcing of future positions
- Applicant pools can potentially be reused if the position becomes vacant shortly after the current hire