

SEARCH COMMITTEE/INTERVIEW TEAM GUIDELINES

Role as Search Committee/Interview Team Member

- Serve as an advisory council to the hiring manager
- Contribute diverse perspectives and ideas
- Ensuring SMU's compliance with fair and equitable hiring practices.
- Keep committee business confidential; it must not be shared with anyone outside the search committee/interview team.
- Possibly assist hiring manager with viewing resumes, setting up interviews, interview question, etc. as indicated by head of search committee/interview team. Charge of committee/interview team will vary depending on kind of position.
- As SMU ambassador, represent the position, department/division, and university and a positive manner. Not only are you evaluating candidate, but candidate is also evaluating you, your department/division, and SMU.
- Thoroughly understand the requirements and selection criteria of position to be filled.
- Examine candidates qualifications, potential for growth, new perspective candidate will bring, and unique contributions they can make.
- Be aware of unconscious biases that will hinder conducting an objective evaluation of candidate. For example degree from a certain university must not automatically be seen as adequate or inadequate. Recognizing unconscious biases, attitudes, and other influences not related to qualifications, contributions, behaviors, of candidates is the first step to ensuring you will conduct an objective evaluation.

Interviewing

- Ask interview questions that are only job related and ask same set of questions to all applicants.
- You want to know the candidate can do the job well. Job performance has little to do with a person's sex, religion, natural origin, race, age, birthplace, relatives, and type of residence, marital status or childcare arrangement. Candidates with disabilities must be evaluated in terms of actual job requirements with no thought given to need for accommodation.
- Below are examples interview questions that are illegal and should NOT be asked in an interview:
 - ✓ Do you have any disabilities?" or "Have you had any major health problems in the past?"
 - ✓ Are you married, single, divorced, etc.?
 - ✓ How many children do you have? Do you plan to have children?
 - ✓ Where were you born? What is your ethnic background? That is an interesting name, where it is from?
 - ✓ What is your religious affiliation?

Documentation & Completing Applicant Evaluation Forms

- Search committee/interview team members must complete applicant interview evaluation form for each interviewed candidate. The applicant interview evaluation form provides a basis for defending selection decisions.
- The interview summary on the applicant evaluation form **should not be** a comparison of one candidate to the rest of the candidates. It should solely be an evaluation of that particular candidate.
- Do not write down anything that you would not wish to be made public.
- Remember that what you write on an evaluation form can become a legal document in a court of law.
- Make sure your statements are not discriminatory or subjective in nature.
- The most important thing is to document your observations in the interview.
- If your sentences start with” I think”...“I feel”... “It seems”...“I believe”...you are probably being subjective.
- Always be prepared ask the candidate more probing questions to get a better understanding of your concerns about their abilities.

INAPPROPRIATE COMMENT	SUGGESTION
May be too qualified and might not be satisfied doing the more menial aspects of the job	<ul style="list-style-type: none"> • Candidate did not demonstrate commitment to handling administrative tasks of the job. • Describe how this will hinder candidate’s ability to be effective in the position?
Is this what the candidate wants? Is this what she wants to do? Would she stay in the job?	<ul style="list-style-type: none"> • Candidate did not demonstrate commitment to the job. • What did candidate say or that lead you to this conclusion. Describe how this will this hinder candidates ability of be effective in the position?
She only wants the job for tuition benefits or perks.	<ul style="list-style-type: none"> • Candidate could not demonstrate commitment to job past their short-term goals.
He is a great fit for program.	<ul style="list-style-type: none"> • Candidate demonstrated the ability to do the job and grasp the needs of the department.
She is <u>young</u> but still has some maturity. A very bright young woman.	<ul style="list-style-type: none"> • Never refer to age.
She was <u>polished</u> and professional in demeanor and dress.	<ul style="list-style-type: none"> • Candidate had strong interpersonal and communication skills. She related how her experience related to the position. • Never refer to appearance.
He had poor communication skills.	<ul style="list-style-type: none"> • Candidate was unable to articulate transferable skills • The language barrier made it difficult to evaluate skills and knowledge • The candidate made grammatical mistakes and stated informal language inappropriate in an interview.

Search Committee/Interview Team Checklist

- ✓ Do you have a copy of candidate’s resume
- ✓ Do you have a clear understanding of selection criteria and requirements of position
- ✓ Do you have an Applicant Evaluation Form to complete for each interviewed candidate