

Student Affairs Procedure Manual

BENEFITTED POSITION HIRING/SCREENING COMMITTEES

Number: SS-380

USU Policy:

Subject: BENEFITTED POSITION HIRING/SCREENING COMMITTEES

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Approved by: Vice President James D. Morales

PURPOSE

Utah State University's Division of Student Affairs is committed to practices, policies and procedures of equal employment opportunity and affirmative action. The goal of the division is to create hiring/screening committees that will ensure all applicants for benefitted positions receive full and fair consideration on the basis of job-related criteria. Committees will be diverse in terms of gender, age and race.

GENERAL POLICIES

The purpose of a screening committee is to:

- Review application materials for a particular division benefitted position
- Select qualified candidates for interviews
- Submit to Vice President for Student Affairs top two or three candidates for potential employment –Wage hourly, temporary and student positions are not subject to the following screening committee structure.

COMMITTEE TYPES

Hiring Committee: three individuals appointed by the hiring department director to form the core hiring committee charged with organizing, facilitating and providing to the hiring director the best candidate for employment for position grades A – D. The core committee will be comprised of the following members:

- **Chair** will be an employee of the hiring department
- **Student-at-large** should best represent the population served by the hiring department
- **Benefitted Employee-at-large** will be a representative of another Student Affairs division department

The hiring department director will make the final determination of hire.

Screening Committee: five individuals appointed by the Vice President for Student Affairs to form the core hiring committee charged with organizing, facilitating and providing to the Vice President for Student Affairs the best candidate for employment for positions grades E – Q. The core committee will be comprised of the following members:

- **Chair** will be an employee of the hiring department
- **Student-at-large** should best represent the population served by the hiring department
- **Faculty Member** will represent faculty (suggested committee member)
- **Benefitted Employee-at-large** will represent Student Affairs colleagues outside the Student Affairs division

- **Benefitted Employee-at-large** will be a representative of another Student Affairs division department

The Vice President for Student Affairs Office will make final determination of hire.

COMMITTEE CRITERIA

- 1) Committee members will not be related to or be engaged in business ventures with persons who may apply for the vacant position.
- 2) A committee member who has a relationship with a candidate, thus creating or giving the appearance of a conflict of interest should not be a member of the screening committee. It is incumbent upon a committee member to disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the committee chair should discuss the matter with the appropriate administrator.
- 3) Additionally, an individual who accepts appointment to a screening committee cannot become a candidate for the posted position.

ROLE OF THE COMMITTEE CHAIR

- 1) The committee chair provides leadership to the members and ensures that the appropriate college procedures, as well as state and federal laws, are followed.
- 2) The chair will be provided with the link: https://hr.usu.edu/employment/resources/hiring_toolkit, to guide the committee's selection of the best possible candidates to be considered for employment.
- 3) The chair schedules meetings, designates a secretary to keep minutes, and provides a roster for recording screening committee attendance at each meeting.
- 4) The chair, with assistance from the committee members, documents reasons for non-selection of applicants to continue to the interview process.
- 5) The chair, with assistance from the committee members, establishes job-related questions to be asked at the preliminary interview. (Preliminary interviews are not always necessary.)
- 6) If preliminary interviews are to be conducted, the chair or his/her designee schedules preliminary interviews with applicants using the same method of interaction (i.e. in-person, Skype, or via telephone).
- 7) The chair collects and submits all applicable forms to Business Services for Student Affairs.
- 8) The chair may present screening committee recommendations to the Vice President for Student Service.
- 9) The chair, with assistance from the committee members, completes required documentation of the screening and interview process.
- 10) Salary offer must be cleared by Vice President or Associate/Assistant Vice President for Student Affairs.

ROLE OF A COMMITTEE MEMBER

- 1) Members attend meetings scheduled by the screening committee chair.
- 2) Members review application materials of all qualified applicants and assist the screening committee chair in completing all required documentation of the screening and interview process.
- 3) Members assist the screening committee chair in preparing questions for preliminary and final interviews and in determining the teaching topic to be presented by the applicants at the time of interview.
- 4) Members participate in the interviews of all selected candidates and complete and submit to the chair an interview form for each candidate interviewed providing their impression of the interview.
- 5) Members participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top two to three candidates to be submitted to the Vice President for Student Affairs or Associate Vice President for Student Affairs.

CONFIDENTIALITY

Members must maintain confidentiality of the hiring process and applicants. The recruitment/hiring process is a highly sensitive and confidential process. It is critical that all screening committee members, and those associated with this activity, maintain the highest degree of confidentiality in order to preserve the integrity of the process.

HIRING A DEPARTMENT DIRECTOR GUIDELINES

Director searches will be chaired by a director, associate director, or other senior manager chosen by the Vice President for Student Affairs Office.

On-campus interviews:

- Create a schedule of day events for the committee, candidate, departments, Vice President for Student Affairs
- Plan events to get to know the candidate and for them to get to know USU and the department
- When the candidate leaves the campus they should leave with a good idea of USU's Mission, and the Division of Student Affairs purpose, goals and mission.

Required events:

- Interview with search committee
- Visit with appropriate AVP
- Visit with Vice President for Student Affairs

Suggested opportunities for the search committee and candidate:

- Departmental tour
- Division tour
- Campus tour
- Presentation to the division
- Meet and greet with departmental directors

WHAT STUDENT AFFAIRS IS LOOKING FOR IN AN EMPLOYEE

The following list includes examples of attributes that might be sought by the Division of Student Affairs Screening Committees. Screening Committees should use this as a guide in developing a list for the particular search they are involved in.

Attributes Sought by the hiring Department

- Team oriented
- Flexible in terms of job responsibilities and their evolution
- Customer service oriented
- Possesses leadership experience
- Possesses sense of humor
- Supports flexible scheduling
- Supports professional development

Attributes Sought by the Division of Student Affairs

- Supports diversity
- Welcomes innovation, creativity, new perspectives
- Supports community service
- Understands and is open to making accommodations for people with disabilities
- Is technologically savvy