

# FACULTY SEARCH COMMITTEE RESOURCES

**The hiring authority should not be a member of the search committee.** The search committee would send their recommendations along to the hiring authority and at that point they would interview the candidate(s) the search committee recommended or add additional candidates in the pool should they choose.

**Faculty:** [Roles in the Faculty Search Process](#)

- Where it references the Admin Support for posting, the HR Representative handles

**Admin Support:** [What Role Do I Play in a Faculty Search?](#)

- Pre-search, Offer, Post-search (HR Representative handles)

**Search Committee Meetings**

- **Need to be posted to the department website.**
- UFHR states the meetings **should be posted 3 days before** the meeting takes place.
- Email the Admin Support that has been given to you the following so they can have it posted to the website.

[Faculty Search Tutorial Toolkit](#)

[ATTRACT](#) | [IDENTIFY](#) | [ENGAGE](#) | [EVALUATE](#) | [HIRE](#)

[The Interview Experience](#)

**Use of Behavioral Interview Questions**

These questions are based on the premise that past performance is the best predictor of future performance. The questions solicit examples of how the candidate has performed in the past. Behavioral questions are designed to help evaluate an applicant's ability to perform certain elements or key competencies deemed critical to the performance of the position. While all of your interview questions do not need to be behavioral, they should make a big percentage of the questions.

**Reviewing and Interviewing Candidates**

- Candidate Evaluation Form – [Example 1](#) | [Example 2](#)
- [How Do I Evaluate the Applicant Pool?](#)
- [Implicit Association Test](#) (note: this is for the Search Committee to use on themselves if they would like NOT on the candidates)
- [Checklist for Campus Visit](#)
- [Behavior Based Interview Guide](#)
- [What to Ask During the Interview?](#)
- [Interview Topics: Acceptable vs. Not Acceptable](#)