

## **Working document for faculty search committee members**

Familiarize yourself with the UGA Libraries Faculty Search Committee Guidelines located at <http://www.libs.uga.edu/staff/facsearch.html> at the start of the search.

Membership of the search committee will be communicated to Grapevine by the Human Resources Department as soon as the committee has been appointed by the University Librarian and Representative Provost.

Georgia is an open records state. The circulation of e-mail amongst members of the search committee to discuss search committee business is not recommended (with the exception of scheduling meetings).

The search committee and HR Representative will agree on the key questions to be asked of each applicant during any telephone and/or on-site interview. These questions will be provided to you at the phone interview meetings.

The Chair in coordination with the HR Representative will take leadership in determining scheduling for candidate visits and communicating candidate presentation schedules to ensure that Libraries faculty members have adequate time to adjust their schedules to view candidate presentations (e.g. some areas require two weeks' notice, particularly areas with public service schedules).

Someone on the search committee will be responsible for transportation to and from dinners unless the candidate elects to provide his or her own transportation. Often this person is the Chair or the HR Representative. Search committee members should also be aware that meals for the candidate will be covered by designated committee members themselves, and these search committee members will be reimbursed by the Libraries.

The Chair may invite people outside of the search committee to candidate lunches so that the candidate has an opportunity to meet people in other areas of the Libraries, and to emphasize that meals are an informal part of the interview process. Meals will be limited to three people plus the candidate unless the University Librarian has granted the Chair an exception to this rule.

Throughout the day of the interview, you may be required to escort the candidate to and from various presentations, meetings, or search committee activities. The Chair in coordination with the HR Representative lead in coordinating candidate meetings on the day of the interview (practice has been to let the last person with the candidate bring the candidate to the next scheduled appointment). An itinerary of the candidate's visit will be provided by the HR Representative.

The candidate's interview continues through all social activities, including departmental tours, departmental interviews, information sessions, etc.

Be aware that there are certain questions and topics of conversation that are inappropriate to bring up with the candidate during the entire search process, whether in a formal interview setting or in more

casual portions of the process (such as during meals, escorting the candidate to various meetings, etc.). It is the responsibility of the Committee Chair and the HR Representative to make search committee members aware of these questions and topics. EEO guidelines are available at <http://www.libs.uga.edu/humres/jobs/interviewguide.html>