Faculty Hiring Selection
CHECKLIST

Position Title: ___________________________________
Meeting to Select Candidates: _______________________
Interview Date(s): ___________________________________

☐ Advised hiring committee members that all information and proceedings must be kept confidential; guidelines of nondiscrimination; and, EEO obligations (rating applications and evaluating candidates.)

☐ Each committee member followed standard rating system for screening the applications.

☐ Selection of applicants to interview conducted in open and fair manner with adequate discussion relating to those not invited to interview.

☐ Faculty Agreements relating to faculty selections, including adjunct and transfer applicant interviews followed.

☐ All interviewees provided with notice, including date, time, and place and other information related to interview, such as teaching demonstration topics, portfolios, etc.

☐ Each candidate asked the same job-related questions and follow-up questions generally limited to clarification or expansion of something she/he said. No leading or improper questions asked.

☐ All interview committee members present for selection meeting and all interviews.

☐ Standard rating system established to evaluate the candidates following the interviews with discussion of strengths and weaknesses of each candidate.

☐ Advised committee of reference check procedure.

☐ Selection of finalist(s)/candidate(s) conducted in fair manner; all committee members participating.

Comment/Exceptions:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Department Chair: ________________________________