1.3. Position Advertising. The scope and duration of position advertising shall be determined with the creation of the announcement. Advertising should be as broad as reasonable and affordable to create an adequate pool of qualified candidates for the position.

2.0 Search Committee

2.1. Committee Formation. The selection process is coordinated through the office of the appropriate Vice President or Dean supervising the function of the position. The Vice President or Dean shall consult with existing department employees and those members of departments potentially affected by the position to form an ad hoc Search Committee. Unless otherwise authorized by the President, search committees shall be composed of a minimum of five members. At least one member shall be a representative of the Personnel Committee as designated by that committee. Non-voting ex officio committee members may be included in search committees, as people not employed by the college must serve only in an ex officio capacity. Human Resources shall be informed of the membership of the committee.

2.2. Search Committee Member Roles

1. Search Committee Chair. The Vice President or Dean responsible for the position shall assign the chair of the committee to one of its members. This will generally be a person in a leadership role for the function of the position, such as a department chair, but could be a person familiar with the function of the position. The Vice President or Dean may serve as chair if appropriate.

   The committee chair shall have general responsibility for a timely, thorough, and fair search following all relevant procedures and legal requirements. This will include scheduling and leading meetings that will include such activities as developing a position announcement, identifying recruitment strategies, scheduling interviews, creating interview questions, making recommendations for selection among candidates, and others as required of the search. The chair also serves as a regular member of the committee.

2. Personnel Committee Representative. The person designated as the representative for the Personnel Committee is primari003 Tw 1.279 (-.9 (a)4.2 Tw.8 (i)20.096 0-0.003 l)6.9 (i)01 Tc 0.001 Tw -26.96

Selected candidates may be considered for interviews. As a general rule, the college may reimburse some travel expenses for up to three candidates based on current reimbursement guidelines. If there are more than three candidates that the committee would like to interview, there may be a round of telephone or virtual interviews to reduce the number of potential candidates. All candidates considered well enough qualified for live interviews shall be interviewed. If preliminary interviews are conducted, they should consist of not more than 5 to 7 questions and a rating rubric based upon those questions should be used for further rating to determine finalists that will move to the next stage.

Candidates the committee considers acceptable for live interviews may be more than the actual number to be interviewed. The candidates rated highest by the Search Committee at this point shall be given the first opportunity to accept invitations for interview. Alternate candidates may be identified should the highest rated candidates not accept interviews.

4.0 Candidate Interviews

The final pool of candidates shall be interviewed on campus. In exceptional circumstances, other arrangements may be required. Exceptions will be approved by the appropriate Vice President and in consultation with the VPBA. Interview settings for each finalist must be the same, for example, no mixing of phone and face-to-face interviews.

4.1. Contacting Candidates and Scheduling Interviews. Upon selecting either the preliminary or finalist pools of candidates to interview, the search chair shall coordinate with the appropriate Dean or Vice President and associated assistant to make interview arrangements. Generally, the assistants are responsible for coordinating staff and candidate schedules for travel, interviews, and facilities arrangements. Interview schedules typically include meeting with the appropriate Dean or Vice President, a campus tour, the formal interview with the Search Committee, and for Academic candidates a teaching or skills demonstration. The President may also wish to meet with candidates. It is critical for the search chair to work closely with the assistant in making arrangements. Preliminary interviews generally only require arrangements of time, Search Committee location, and contact information.

If a teaching or other type of demonstration is applicable, the time and location should be announced so that other members of the GBC community may participate. It is encouraged that an evaluation of the demonstration by the audience be utilized, and if used, must be the same for every candidate for the position. Teaching or demonstration topics must be of a similar nature for each candidate within a search.

In-person interviews may involve interactions in a social setting. Due to ongoing budget constraints all requests for GBC to provide lunch, dinner, or other engagement arranged by the search chair and the assigned assistant must be pre-approved by the VPBA. This gathering may include only the candidate (and spouse if present), all or select Search Committee members, and appropriate Vice Presidents or Dean. Arrangements must be similar for all candidates for a position.

4.2. Interviewing Candidates. The Search Committee shall conduct interviews of candidates for the final selection recommendations. Interviews of the finalist candidates shall be conducted in person unless otherwise authorized by Hio.6 (a)16.3 (.8 (ll o)-7 (r)-5.4 ( )]TJ3-4 op46 (404 Tc -0.001 Tc Td ( )Tj 0. M2 (onduc)4.2 (t)6

Preliminary Interview Rating

Search Number & Position Title:

Rating scale	1 - Poor	2 - Fair	3 - Neutral	4 - Good	5 - Excellent

Questions:	1	2	3	4	5	6	7	
Candidate Name	This is just a sample of where your questions can be added for reference	Sample: Or you can provide a list of questions that will correspond with this rubric						Total
John Doe	5	5	5	5	5	5	5	
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0

Candidate Comparison (Initial Screening/Pre Interview)

Search Number and Position Title:

Search Committee Member: Date:

Review and rate candidates based on the qualificatons in the position announcement. The position qualifications are located in the details tab of the recruitment in Workday.

Below is a list of candidates who submitted complete applications. Please give each candidate one overall rating of:

5 - Excellent: exceeds all qualifications **4 - Very good:** meets all qualifications **3 - Adequate:** meets required

Candidate	**Rating**

Final Interview Rating

Search Number & Position Title: _____

Rating scale	1-Poor	2-Fair	3-Neutral	4-Good	5-Excellent

Questions:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Candidate Name																					**Total**
John Doe	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	100
Jane Doe	4	3	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	1	2	42
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0
																					0