

Faculty Search Screening Options

Screening procedures evolve throughout the search from an early review of applicant credentials to a comprehensive assessment of finalist credentials and interview performance. Suggested below are four steps to assist the Search Committee with the difficult task of distinguishing viable candidates from the overall field of applicants and eventually identifying suitable finalists for hiring consideration.

Screen One: Applicant Credential Evaluations

Criteria should mirror the required and preferred qualifications identified in the Position Announcement. To be in compliance with EEOC regulations, credentials that do not meet or address all required qualifications should be eliminated from further consideration. Caution is advised when using quantitative measures to rank applicant credentials, which are not standard in either form or content.

Screen Two: Candidate Reference Evaluations

Once those individuals deemed unqualified for the position have been eliminated from the pool, the Search Committee should be as inclusive in their assessment of potential candidates as possible in order to maximize diversity and avoid hasty decisions about individual qualifications and experiences. Assessment is based on current letters of recommendation.

Optional: Structured phone interviews with references may yield candidate observations that do not appear in letters of recommendation.)

Screen Three: Candidate Conference-Call Interviews

Optional: If time permits, conference calls provide an added dimension to the screening process by enabling the committee to consider several candidates on a personal level and helping to distinguish promising individuals they would like to invite to campus for interviews as finalists.

Screen Four: Finalists Campus Interviews

At the same time that academic units have input into the selection process, the finalists are making their own assessments about BGSU and its suitability for career development. The campus interview is extremely important in conveying the message that the position is important to the mission of the academic unit and that faculty are valued members of the University community. Committee members should encourage their colleagues to participate in the interviewing process and to submit their evaluations for consideration.