Welcome to the “BGSU Search and Screen Protocols” training modules. We hope that these modules will be of assistance to you in your work as a member of a BGSU search committee.

Before we begin, there are several important considerations that we want to point out relating to our general EEO obligations when conducting searches. First, there is the obvious legal component. As an employer, BGSU has an obligation to ensure fairness and equity in every search process. Next, open and broad-based searches help to achieve the most diverse applicant pools. Sometimes individuals or hiring units may not want to conduct a search, or they may only want to conduct a very narrow or limited search. They may feel that they already have a candidate in mind and there is no reason to search because they won’t find anyone as qualified or better. Yet experience has shown us that when a full and open search is conducted, individuals do surface who are not only qualified but who bring new and valuable perspectives to the workplace. And finally, open searches are important to our demonstration that diversity is an educational value. This is something that we ascribe to as a University and full, fair and open searches help us to achieve that goal.

These search and screen protocols are divided into five distinct modules that can be viewed collectively or individually. It is our hope that Search and Screen Committee members will review each module in its entirety prior to the launch of the search.

The “Search Process” module is intended as a general guide to the selection and appointment process as monitored by BGSU’s Office of Equity and Diversity. It addresses the search process as it relates to the search committee and applicant screening. The “Quick Tips – Guidelines for Pre-employment Inquiries” module provides information about the do’s and don’ts as they relate to the formal interview as well as informal discussions with candidates. These tips are specifically directed towards gender and family matters, age, national origin and citizenship, disabilities, and other characteristics. The module on “Hiring with the Americans with Disabilities Act Amendments Act in Mind”, also known as the ADAAA, speaks to affirmative and negative phrases regarding disabilities, provides general tips about the appropriate manner in which to interact with people living with a disability, and provides guidelines for communicating with individuals with various disabling conditions. And lastly, “Rater Errors” will focus on the biases that we bring and attribute to individuals as we engage in the search and screen process.