Search Committee FAQs

These questions and answers have been reviewed and approved by the Office of Human Resources and the Office of Equity and Diversity.

Can classified searches conduct telephone interviews? If so, can they be the only form of interviewing or must they also bring candidates to campus for second interviews?

Yes, Classified searches may conduct telephone interviews. If they conduct phone interviews, they must also bring candidates to campus for a second interview. Internal candidates will automatically receive an on campus interview.

If classified staff searches conduct telephone interviews, do they include the internal candidates as part of the telephone interviews?

Yes, they would include Internal Candidates as part of this process. All qualified candidates will be included in the interview process and granted an interview.

If Classified internal candidates are included in the telephone interviews must they also be moved forward to the on-campus interviews?

Yes, as long as they are qualified.

In an internal classified search only, can telephone interviews be used to eliminate candidates to bring to face-to-face interviews?

Yes, in an internal classified search only, internal candidates can be eliminated based on telephone interviews.

The reason they may not when external candidates are involved is that OED does not recognize telephone interviews as an approach to remove internal candidates from the process. OED doesn’t sign off on the phone interview stage and the prevailing process needs to be followed.

Can a telephone interview be scheduled with a candidate in lieu of an on-campus interview if they ask the same questions as those that are able to attend an on-campus interview? (Example: was not able to accommodate candidates schedule and candidate is only available by phone during working hours)

OED’s position is if they are a candidate for an on campus interview and the initial phone interviews where already done, then only under extenuating circumstances can the candidates do a phone interview in place of the on-campus.

If candidate is listed on the Request to Interview and are not able to make it to the first available times given for interviews, must the committee try within reason to accommodate their schedule?

Yes, the committee must try within reason to accommodate their schedule. OED agrees. OED agrees that two attempts are reasonable.

Please define what requirements must be met in order for an administrative search to be an internal administrative search. What should a department include in their rationale memo to argue their case? Are there key points OED is looking for.

Please refer to the OED website and there is a link under the Hiring Process overview. It is listed as internal hiring process and it outlines the above requested information. Link: http://www.bgsu.edu/downloads/hr/file118704.pdf
Will all departments have the option like Athletics to have a review date within a deadline date and be able to make a decision to hire prior to the deadline?
   No, however this was a process that was being piloted to see how it worked. It will depend on the outcome of the piloted department.

Can an administrative search conduct only telephone interviews without bringing candidates to campus?
   No they may not, however there may be an exception if extenuating circumstances.

Please define a search committee and a screening committee.
   Screening- Screens applicants for the decisional authority.
   Search makes recommendation to hire to the decisional authority.