

Role of Hiring Decision-Maker During the Exempt Search Process

Hiring Decision-Makers are dissuaded from serving on the search committees of positions for which they will make the hiring determination. The rationale behind the rule is as follows.

The Hiring Decision-Maker has the ability to influence the search outcome by doing the following:

- 1) Create/influence the job description.
- 2) Select the search committee chair.
- 3) Select the committee members.
- 4) Speak with the chair and/or committee about the role and desired applicant qualifications.
- 5) Submit sample questions to the chair to be posed to the applicants during initial screening.
- 6) Submit an exercise/written questions etc. to the chair to be completed by the applicants/candidates during a particular stage of the interview process.
- 7) Meet each primary candidate during the “on campus” interview.
- 8) Determine from the committee’s list of acceptable and unacceptable candidates who you’d like to make an offer of employment.
- 9) Check the references of the candidate particularly the current immediate supervisor before offering an employment opportunity.
- 10) Make the job offer in coordination with Human Resources.