Role of Hiring Decision-Maker During the Exempt Search Process

Hiring Decision-Makers MAY NOT serve on the search committee of the position for which they will make the hiring determination. UNTIL EOA approves the final candidate pools and non-selected applicants are dispositioned, the Hiring Decision-Maker may not be added to the search requisition.

**Rationale:** Hiring Decision-Makers do not approve the quality of the search pool, nor do they indicate who they would like to have initially screened or interviewed. **Best Practice:** After receiving EOA approval, the search chair provides primary pool candidates' application materials to the Hiring Decision-Maker.

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 committee about the role and desired applicant qualifications during the first search committee meeting where the charge is provided.

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 1:1 with each primary candidate during the final on-campus or virtual interview. Hiring Decision-Makers may attend public candidate presentations but may not be invited to any other interview meetings.

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.