TO: Search Chairs  
FROM: The Office of Human Resources  
SUBJECT: Contact with non-recommended applicants  
DATE: June 12, 2010

The College has always provided unsuccessful applicants with notice that another applicant has been selected for the position for which they applied. For non-interviewed applicants, the Office of Human Resources sends a letter to each informing them of the outcome. For interviewed applicants, the search chair very often wishes to contact each unsuccessful applicant, either verbally or in writing, to express the College’s appreciation for their interest and to indicate a positive impression of some aspect of the applicant’s interview. Where a search chair is not comfortable contacting each unsuccessful applicant, the Office of Human Resources can send a letter thanking the person for their time and effort.

One way or another, no unsuccessful applicant should have to wonder about the outcome of a search, and this office will routinely ask the search chair, as a normal part of the approval process, whether or not the chair or this office should communicate the search outcome to interviewed applicants at the appropriate time.

Please contact this office if you have questions about how to handle a particular situation.

cc: VP LaGatta  
    Mr. Ogden
INSTRUCTIONS FOR COMPLETION OF THE CANDIDATE SCREENING AND INTERVIEW REPORT

I. Purpose

This form is to be utilized to:

A. Summarize recruitment procedures
B. Summarize the sex and ethnic identity of all candidates and of those candidates accorded interviews.
C. Recommend in order of preference three (3) candidates for consideration and to provide a rationale for the recommendation of the No. 1 candidate. In the case of faculty recommendations, one (1) candidate is needed.
D. Summarize credentials of each candidate.
E. Summarize employment references.
F. Attest to the verification of educational credentials.

II. Process

At the interview, the search chairperson has asked each applicant to complete an official college employment application if one has not been received (Professional Application for Faculty, DC and NTP positions and Civil Service application for Classified staff positions).

The Search Chair performs the following:

Step 1: For Section I on page 1, enter actual position title, not working title, and the department or work unit. If the position is a replacement, make sure that the “last incumbent” is listed as it was on the Request For Search For Applicants.

Step 2: Section II on page 1 should list the persons who actually did the interviewing, even if different from the original committee identified on the Request For Search For Applicants, and must specify the Affirmative Action representative.

Step 3: Section III on page 1 must be completed in all respects. The first part, gender and ethnic identity of applicants, must be obtained by contacting the Office of Human Resources (OHR). The next two sections, applicants interviewed, their gender and ethnic characteristics are to be provided by the search chairperson based on visual identification. Consult with the OHR if there is any difficulty in completing the requested information.

Step 4: Section IV on page 2 requires recommendations in rank order except for faculty searches (including department chairperson positions) where only one is required. If the search committee cannot recommend the requisite three candidates, consult with OHR before completion; it is sometimes possible to recommend fewer than three candidates.
Step 5: Section V on pages 2 & 3 requires a summary of the rationale for recommendation of the candidate including information received from the professional references provided by the candidate. Do a brief summary of the reasons for each recommended candidate’s inclusion, and then provide the information from each reference. If certain of the references cannot be reached it is important to contact the candidate to see if another relevant reference can be identified and contacted.

Step 6: Section VI on page 3 requires telephone contact with the specific Institution listed as awarding the highest relevant degree. This is usually not necessary for classified positions where no post-secondary degree is required. If there are problems in obtaining verification (such as fee for service), consult OHR.

Step 7: On page 4 identify the top ranked candidate and sign and date the certification as Search Chairperson.

Step 8: Assemble and append the following to forward with the Candidate screening and Interview Report form to the search chairperson’s Administrative Supervisor: employment applications for all recommended candidates, resumes for same, copy of the vacancy notice and Payroll Authorization form for the top ranked candidate. LEAVE THE EFFECTIVE DATE BLANK. The salary listed must fall within the range specified in the original Request For Search For Applicants. The Applicant Log with the “Disposition” column completed must also be returned with the Candidate Screening and Interview Report form.

Upon review and approval by the signators listed in Section VII on page 4, OHR will notify the search chairperson to contact the approved candidate with an offer of employment.

DO NOT MAKE AN OFFER OR PROMISE OF EMPLOYMENT TO ANY CANDIDATE UNTIL THE PRESIDENT OF THE COLLEGE HAS APPROVED SUCH AN OFFER.

Once the position has been accepted by the selected candidate, the search chairperson will inform OHR to send letters to those not selected. OHR will send the appropriate letters as indicated by the search chair.

Throughout the process, if questions arise as to policy or procedure, the Office of Human Resources should be contacted for resolution.

July 2004