CALIFORNIA STATE UNIVERSITY BAKERSFIELD
Human Resources

Search Chair Quick Guide

The Search Chair plays a vital role in leading the recruitment process. Your primary responsibilities include:

- Establish the Search Committee.
- Lead the Search Committee in identifying and selecting the most qualified candidates for the position.
- Ensuring a respectful and positive interview experience for all candidates.
- Ensure the search is conducted efficiently, fairly, and within the established timeline.

Note: Familiarize yourself with the position's requirements, qualifications, and the hiring department's goals before reviewing applications.

Required Training: The Equitable Hiring Practices for Search Committees course **must be completed by all committee members prior to interviews.** The Employment Specialist will verify that this requirement has been met and will coordinate with you if needed.

Establishing the Search Committee:

1. A Search Committee should be comprised of 3-5 members.
2. Additional interview rounds should contain different members.
3. Consider representation from various stakeholders including Staff, Administrators, and relevant Faculty members. Define the roles and responsibilities of each committee member.
   a. Unit 4 positions must have a Unit 4 staff member on the committee.
4. Committee members must attend all interviews to ensure their rating sheets are considered.
5. Committee members must recuse themselves if they have a personal relationship with any applicant (e.g., family, close personal friendship, romantic involvement, or any circumstance that may impair impartiality etc.). Reach out to the Employment Specialist for further guidance.

Leading the Search Committee & Hiring Process:

Application Review Process:

1. After the job posting closes:
   a. The Employment Specialist will screen applications within **3-5 business days**.
   b. Applications will be moved to "Under Review by Committee" and labeled as either "Qualified" or "Not Qualified."
   c. The Search Chair and Administrative Support will receive an email when applications are ready for review, including any required interviews for on-campus employees per the applicable bargaining agreement.

2. Reviewing Applications:
   a. Access applications via PageUp.
   b. Review all submitted materials: resumes, cover letters, portfolios, etc.
   c. Ensure the committee evaluates candidates based on their knowledge, skills, and experience.
   d. Applicants marked "Not Qualified" cannot be interviewed unless the Search Chair consults with the Employment Specialist to reassess qualifications.

Confidentiality

For most searches, all applicant and candidate information must remain confidential throughout the process. Confidentiality is critical in ensuring candidates' privacy and promoting broad participation from those who may not be openly searching. Recruitments in which finalists are invited for a campus visit may be announced publicly, consistent with campus practice and shared governance expectations. If this applies to your search, your campus HR or Faculty Affairs Office will provide additional guidance.

If a candidate reaches out with any follow-up questions or to inquire about the status of the recruitment, they should be directed to contact the Employment Specialist. This includes internal candidates as well. Other than scheduling interviews, committee members should not engage with applicants outside the interview process.

The Use of AI

The CSU does not use automated decision systems or artificial intelligence tools in making hiring or selection decisions. All applicant evaluations and employment decisions, including screening, ranking, and ruling out candidates, must be made by human reviewers using job-related criteria and structured evaluation tools (e.g., standardized rubrics and forms). ChatGPT or other AI platforms may not be used to upload resumes/CVs or to rank, score, or categorize applicants, as this constitutes automated decision-making and violates FEHA regulations.

Interview Guidelines:

1. Scheduling Interviews:
    a. Confirm which applicants will be interviewed with the Employment Specialist.
    b. Interviews should be scheduled and conducted within **7-14 business days.**
    c. The Search Chair, Administrative Support or designated Committee Member can schedule the interviews.
    d. Use multiple methods of communication (e.g., phone, email, and voicemail) to reach each candidate.
    e. If repeated attempts to contact the candidate are unsuccessful, be sure to document each effort, including the date, time, and method used and promptly email your Employment Specialist for further guidance.
    f. Keep in mind the timeframe allotted to interview and allow each candidate enough time to answer each question as well as potential follow-up questions.

2. Interview Questions
    a. The Search Chair or the Administrative Support will submit interview questions to the Employment Specialist for review and approval before conducting interviews. Refer to the Interview Questions Guide.
    b. Adhere to the approved questions and do not ask questions of a personal nature. For example: "Do you have any children, What is your daycare situation, What year did you graduate?"
    c. If you have doubts about the candidate's understanding of the question, or if their answer is not clear, try rephrasing the question to help clarify their response or ask a follow-up question if appropriate.

Staff & MPP Interview Rating Form Guidelines:

1. All committee members are required to submit rating sheets. Use the Staff & MPP Interview Rating Sheet Form for all interviews.
   a. **Note**: Comments must be objective and based on candidate responses. Avoid personal impressions like "good vibe," "nervous," "talks too much," or "avoided eye contact," etc."
2. After each interview, collaborate to discuss the strengths and weaknesses of each candidate. Consider feedback from the interview and evaluate how well the candidates align with the position's requirements, the needs of the position, and CSUB's mission.
3. **Ensure all rating sheets are calculated correctly, complete, signed, and free of inappropriate comments.** Ask committee members to update rating sheets if applicable.
4. Committee members must attend all interviews to ensure their rating sheets are considered.
5. Immediately following interviews, discuss the final candidate(s) selection and recommendation(s). The Committee should complete a Staff and MPP Candidate Recommendation Form for the Hiring Manager's review and consideration (AVP, Dean, or VP)
6. The Hiring Manager typically meets with top candidates for a final interview.

Reference Checks & Final Steps:

1. The Search Chair will ensure that three (3) telephone references are completed for the top candidate using the Telephone Reference Check Form. **At least one (1) reference should be from a current or recent supervisor.**
2. The Search Chair or Administrative Support will submit all documents to the Employment Specialist for review.
   a. Documents may be uploaded directly to the job requisition in PageUp, saved in a shared Box folder, or emailed to your Employment Specialist.
3. Move the top candidate to **"References Successful – Initiate Hire."** This notifies your Employment Specialist that a candidate has been selected, and documents are ready for review.
4. Once reviewed, the Employment Specialist will contact the Classification & Compensation team to initiate the offer process. At this point, the search committee's job is complete. HR will reach out to the hiring manager (MPP) regarding next steps.

Thank you for your commitment to serving as a Search Chair. This role is essential to ensuring a fair, inclusive, and thorough hiring process. By following these guidelines, you help uphold the integrity of our recruitment efforts and contribute to selecting candidates who will support and enhance the mission of CSUB. If you have any questions or need clarification at any stage, please reach out to your Employment Specialist for assistance.

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