

EVALUATION OF THE SEARCH PROCESS

Resource Page #18

Date: _____ Department: _____ Position: _____

Search Committee Chairs: _____

Search Committee Members: _____

1. Timing

- Did you follow the timeline established at the start of the search?
- Did you spend less/more than what was allocated for the search?
- What issues or concerns do you have about timing in this search?

2. Advertising

- Did you make special efforts to increase the diversity of the pool?
- What were these special efforts?

3. Campus Interviews

- Were all candidates' visits conducted as similarly as possible?
- Were all candidates treated respectfully and asked the same questions?
- Were candidates given the opportunity to request specific visits or meetings?
- What issues or concerns do you have about the campus interviews?

4. Communication

- Did you respond in a timely manner to prospective candidates?
- Did you promptly notify candidates who were no longer under consideration?
- Did you notify the finalists who were not selected as promptly as possible?
- What issues or concerns do you have about your communication with candidates?

5. Training and Resources

- Which on-campus resources were most helpful to you before and during the search?
- From where did you obtain these resources?
- What additional support was needed?

6. Strengths

- What were some of the strengths of the process?
- What went well?

7. Improvement

- What are some areas of the process that need improvement?
- What did not go so well?