

Committee Search Chairs play an important role in the recruitment process. As chair, your primary responsibility is to lead the search committee in identifying and selecting the most qualified candidates for your specific position. It is important to familiarize yourself with the position's requirements, qualifications, and the goals of the hiring department.

After the job posting closes, your employment specialists will review the applications and move their status to "Under Review by Committee" either "Qualified" or "Not Qualified". Committees may not interview an applicant who has been identified as "Not Qualified". If you feel that an applicant marked "Not Qualified" does meet the minimum qualifications for the position, please reach out to your employment specialist to discuss further prior to the interviews. **You will receive an email from the CHRS system notifying you when your applications are ready for review. Please review the email for further instructions and notification of any on-campus employee(s) you may be required to interview per bargaining contract.**

The Search Chair Responsibilities:

1. All search chairs need to review the [Search Chair Training Video](#) for staff if the Chair has never served in that capacity for a **staff recruitment** or if it has been longer than six months since the last review.
2. Establish a diverse search committee. Consider representation from various stakeholders including Staff, Administrators, and relevant faculty members. Define the roles and responsibilities of each committee member.
3. Prepare set of standardized questions to ensure fairness and consistency across all interviews. This can be done in collaboration with the committee. Submit Interview Questions to the Employment Specialist for review and approval **prior** to conducting interviews. [Interview Questions Guide](#)
4. Review resumes, cover letters, portfolios and other relevant documents with committee prior to conducting interviews.
5. Guide the committee during the interview process.
 - a. Inform the committee of where to find the approved applications in CHRS. <https://calstate.dc4.pageuppeople.com/>
 - b. Provide the committee with the interview questions and rating sheets for the interview. [Qualifications Appraisal Rating Form](#)
 - c. **Review rating categories with the committee prior to the interviews.** If the position is not a MPP or lead position, then column 6 (supervision) should not be rated. If column 7 "specialized skills" will be rated, discuss with the committee and uniformly indicate on each form the specialized skills you are rating (i.e., recruiting experience, PeopleSoft exp, higher ed exp, etc.). Otherwise, this category should not be rated.
 - d. Comments on the rating sheets, if any, should be objective and related to the answers provided by the candidate and should not include personal observations. For example, "good vibe, not dressed appropriately, not a good fit, etc.". You do not have to comment on the rating sheet, but you do have to indicate a rating for each category based on the rating guide. See examples below.

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6. After the interview, collaborate with the committee 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.
7. Ensure rating sheets are complete, signed, and that scores correlate with ratings indicated.
8. Conduct three telephone references for top candidate. At least one reference should be from a current supervisor. [Telephone Reference Check Form](#)
9. Upload rating sheets, committee notes, and telephone references to the job requisition in CHRS or to a BOX folder shared with the employment specialist.

Next Steps:

Move the top candidate to "Refences Successful- Initiate Hire". This will send an email to your Employment Specialist letting them know that the rating sheets, notes, and telephone references are ready to be reviewed. If you are using a Box folder to house the documents, please email your Employment Specialist the link in addition to updating the application status. Please see the HR website for your Employment Specialist contact information: <https://www.csub.edu/hr/recruitment>.

Once the Employment Specialist reviews the recruitment documents and no further information is needed, they will reach out to the Classification and Compensation Analyst to begin the offer process. The hiring manager (MPP Administrator) will be contacted regarding the offer and next steps.

Qualifications Appraisal Rating Form Example

California State University, Bakersfield
Office of Human Resources



Recruitment Number: #516954

Position: Classification & Compensation Analyst

Date of Oral Interview: 01/01/2022

Rater's Signature: _____

Rater's Printed Name: Sandy Searchmember

Qualifications Appraisal Rating Form

	RATING GUIDE										Overall Rating 0 - 100					
	96-100 Outstanding	86-95 Well Qualified	76-85 Satisfactory	70-75 Passable	Below 70 Disqualified	General Impression	Alertness, Comprehension, Ability to Present Ideas	Judgment: Would you trust this person's judgment on the job?	Experience Quality and Quantity	Education and/or Training		Supervision and Administration	Specialized Skills			
	Comments required if Scoring below 70					1	2	3	4	5	6	7	8	9	10	
Candidate's Name: Diana M. Comments: 6 years of directly related experience. Class/Comp. Certification.	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying				x	x						88
Candidate's Name: Jadine R. Comments: Responses to interv. questions were vague. Did not directly respond to the questions.	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying	x	x	x	x	x	x					76
Candidate's Name: Jorge A. Comments: Master's in statistics. Good experience in Class/Comp. Public Institution.	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying	x	x	x	x			x				89
Candidate's Name: Alex T. Comments: Responses to questions-answers were brief - didn't provide examples.	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying	x	x	x	x	x	x					78

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Example of an incorrect Qualifications Appraisal Rating Form. Errors include rating supervisor experience for a position that does not require supervisor experience, incorrect overall ratings, inappropriate or personal comments, and lack of uniform criteria utilized.

California State University, Bakersfield
Office of Human Resources



Position: #1921 AA/5-Exempt1

Qualifications Appraisal Rating Form

Date of Oral Interview: 12/15/14

Rater's Signature: *[Signature]*

Rater's Printed Name: _____

Comments required if Scoring below 70	RATING GUIDE										Overall Rating	
	1	2	3	4	5	6	7	8	9	10		
Candidate's Name: Harrison Ford Comments: Articulate, Gave great examples of organiz. skills.	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying							76
Candidate's Name: Adam Sandler Comments: Disqualified!	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying							76
Candidate's Name: Melissa McCarthy Comments: Perfect fit, Great smile!	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying							98
Candidate's Name: Sofia Vergara Comments: Seemed very nervous	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying							75 nervous !!
Candidate's Name: Denzel Washington Comments: _____	Outstanding	Well Qualified	Satisfactory	Passable	Disqualifying							Stepped out to take call Wasn't in room for interview

Minimum of 70 points required for each relevant criterion. Give each candidate an overall score using the Rating Guide. Interview