

**INDIANA UNIVERSITY SOUTH BEND**  
**PROFESSIONAL STAFF SEARCH AND SCREEN GUIDELINES**

- I. A “Personnel Appointment Request” form should be completed and sent to Human Resources, who will forward it to appropriate administrators for approval. Copies of the form are available from Human Resources.
  
- II. Once the completed form is received, the Human Resources Director and the Affirmative Action Officer will issue an “Authority To Recruit” memorandum outlining the appropriate hiring procedures.  
  
A list of limited positions which may be exempt from these procedures is attached.
  
- III. The hiring official should recommend a Search and Screen Committee to the Human Resources Director and the Affirmative Action Officer. A reasonable effort should be made to constitute a committee that reflects the diversity of the campus.
  - A. The Committee should include a minimum of three members. The hiring official should not be a member of the Committee. Committee members should be willing to complete the process within the hiring official’s time line.
  - B. The Committee is an advisory body to the hiring official.
  - C. The Affirmative Action Officer is an ex-officio member of all Search and Screen Committees.
  - D. Either the Human Resources Director and/or the Affirmative Action Officer should attend the first meeting of the Committee to review relevant policies and guidelines. Copies of these guidelines can be obtained from the Affirmative Action Office.
  - E. The hiring official should explain the responsibilities of the position and the qualification requirements.
  - F. With the approval of the Affirmative Action Officer, the Human Resources Director may assist the Committee and the hiring official with screening candidates.
  
- IV. All positions should be advertised to attract an adequate applicant pool and should include the statement, “An Affirmative Action/Equal Opportunity Employer”.
  - A. The Affirmative Action Officer should approve all advertisements and job postings, which may be prepared before the Search and Screen Committee is named.
  - B. Human Resources will mail copies of the job posting to a list of organizations assisting people with employment in the metropolitan area, including those serving minority group members and females. Human Resources will also place an

advertisement in Sunday editions of the South Bend Tribune and the Elkhart Truth. In consultation with the Affirmative Action Officer, the hiring official may place additional advertisements and distribute copies of the job posting with any costs charged to the hiring department.

- C. Human Resources will place the job posting on its “job opportunities” web site and on HigherEdJobs.com.
- V. The Search and Screen Committee should assure that the application materials of all candidates are complete.
- A. The hiring official should assure that an Applicant Monitoring Form (“AMF”) and a letter explaining the purpose of the AMF are sent to candidates as their application materials are received.
    - 1. A copy of the AMF and the letter are available through the Affirmative Action Office or can be found on its web page.
    - 2. If applicants provide an e-mail address, IU South Bend prefers that the AMF be e-mailed to the applicants along with a signed cover letter from the Search and Screen Committee Chair. Scanned signatures are acceptable.
    - 3. If applicants do not provide an e-mail address, send the AMF and the signed cover letter along with a return envelope via the U.S. Postal Service.
    - 4. The name of the position and the location of the position (such as Psychology Department) should be typed or stamped on the corresponding lines of the form.
    - 5. If the AMF is e-mailed, have applicants return the document via e-mail to mkesler@iusb.edu. If the AMF is sent via the U.S. mail, a return envelope should be addressed to the attention of the Affirmative Action Office.

Applicant Monitoring Forms are used to help track our progress in taking affirmative actions to overcome the discriminatory effects of traditional policies and procedures with regards to the disabled, minorities, women, and Vietnam-era veterans. Obtaining a good return of them is vital to this plan.

- B. The review of the application materials should begin after the application deadline or after a reasonable period if no deadline was specified.
- C. The Search and Screen Committee can establish a cut-off date after which application materials will not be considered as long as this date is uniformly and consistently applied.

- D. The Chair of the Search and Screen Committee should recommend a short list of candidates to be interviewed to the hiring official. The recommendation should include an evaluation of each candidate and document the reasons each was selected or not selected.
  - E. The hiring official should secure Human Resources and Affirmative Action concurrence to interview candidates (outlining reasons for any modifications in the list recommended by the Committee). Human Resources and Affirmative Action may request additional clarification or suggest additional candidates for interview.
  - F. It is expected that three or more candidates will be interviewed for each opening, keeping in mind cost factors and the availability of qualified candidates.
  - G. The Search and Screen Committee should submit the proposed interview schedules to the Director of Human Resources and the Affirmative Action Officer for approval.
  - H. The Search and Screen Committee should prepare and appropriately publicize the approved candidate interview schedules.
  - I. Upon completion of the interview process, the Search and Screen Committee should submit its recommendations to the hiring official.
  - J. Only the Chair of the Search and Screen Committee, the hiring official, or the Human Resources Director should respond to candidate inquiries about reasons for rejection or the status of the search.
- VI. The hiring official must submit an evaluation of interviewed candidates and a rationale for making a continuing appointment to the Director of Human Resources and the Affirmative Action Officer for endorsement. In the event no candidate is selected, this decision should also be documented.
- VII. A verbal employment offer may be made only with the endorsement of the Human Resources and Affirmative Action Officers and approval by the Chancellor. Failure to reach agreement on a hiring decision between the hiring official and the Affirmative Action and Human Resources Officers will be resolved by consultation with the Chancellor.
- VIII. When the hiring official receives acceptance of a verbal employment offer, he or she should inform the Human Resources and Affirmative Action Officers of this fact. Human Resources will then send an official employment offer letter to the selected candidate.
- IX. The hiring official should assure that all candidates who were not hired are sent letters informing them that the search has been concluded. All files developed during the hiring process should be maintained in the office of the hiring unit for three years.

Approved by the Chancellor, September 15, 2004.