The *DOS, DON’TS, AND WHYS* of the Academic & Professional Search Process

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Program Topics

- Importance of Making Good Hiring Decisions
- Remembering Diversity Matters
- Resources
- Analyzing & Advertising the Position
- Appointing a Search Committee
- Screening Applications
- Interviewing Finalists
- Making the Employment Offer
- Documenting the Hiring Decision
Why is it important to be intentional about the hiring process?

- Consider the negative effects of not being intentional
- Consider LSU Policies and Procedures
  - Policy Statement 01
  - LSU Diversity Statement
- Why is the consideration of diversity important to the search process?
  - Promote diversity and inclusiveness among committee/department
  - Create a welcoming environment for applicants

**Employer:**
- Loss of opportunities
- Loss of productivity
- More training
- Customer satisfaction decreases, errors increase
- Reputation
- Absenteeism
- Disciplinary actions

**Employee:**
- Waste of time
- Perceived lack of competencies/low morale
- Costs associated with new job search
- Lack of support from co-workers
- Low job quality
- Difficulty explaining issue to potential employers
Resources

- HRM website: www.lsu.edu/hrm
- EDCO website: www.lsu.edu/diversity
- Guide to Recruiting, Interviewing, & Selection
- Academic & Professional Employment Staff
- Faculty Search Committee Protocol for Enhancing Faculty Diversity
Appointing a Search Committee

- Do we need a search committee?
- Who should be on the committee?
- What will be the role of the committee?
- What will be the role of each committee member?
- Who will assist with the clerical function?
Strategic Methods in Identifying Applicants

- What are existing methods?
- Are existing methods effective and inclusive?
- Are you thinking “outside the box”?
- Do you have a diverse pool (i.e. research interests, gender, race, and other diverse backgrounds) of applicants?
  - If not, then why?
  - What steps were or were not taken?
Strategic Diversity Approach

Applicant Pool

Active Recruiting of Diverse Candidates
You can be very intentional about recruitment

Candidate Pool

Criteria for Selection
1. Working with diverse populations/students
2. Studying diverse issues
3. Committed to social justice
4. Working philosophy that incorporates diversity

Candidate for Diversity

DIVERSITY
Analyzing & Advertising the Position

- Reviewing the Job Description
- Promoting Inclusiveness and Illustrating Diversity
- Recruiting Methods (e.g. conferences)
- Standard Advertising Requirements
- Common Publications

**TIP:** This is the potential applicant’s first exposure to your department and possibly to LSU. The standard EEO statement may not be enough.

**TIP:** Consider ethnic minority- and women-specific publications or association’s interest groups. Some of these are mentioned in the Diversity Protocol.
Screening Applications

- Developing Selection Criteria
- Making a Selection Decision
- Communicating with Applicants
Interviewing Finalists

- Formulating Interview Questions
- Legal Issues
- Interviewing Tips
- Reference Checks
- Connecting Applicants with Other Faculty and Staff on Campus

**TIP:** It is important for potential hires to connect with people that can share their personal experiences with LSU.

Protocol and Recruiting Guide
Making the Employment Offer

- Preparing to Offer the Position
- Obtaining Approval to Offer the Position
Question: All interview materials (i.e. applications, interview notes, correspondence) must be kept on file in the department for...? 

3 years!
Questions

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