The process of reviewing applications of applicants and interviewing finalists should follow the following three steps:

**Initial Screening**

- Search committee members rate each applicant using the Evaluative Criteria (ratings scales) in the OES. This step can begin as soon as applications are submitted. Candidates should be listed as Under Review by Dept/Cmte. If letters of recommendation are requested at time of application, please allow referees adequate time to submit them before finalizing ratings.
- After ratings are completed, committee meets to discuss results and to select candidates for the second phase. Search committee chair can display and sort the Evaluative Criterion Scores for the committee’s review.
- The chair in Committee Reviewer role moves selected applicants to the Recommend for Initial Interview – Department Review workflow state.
- Department Chair reviews recommendations and then moves a selection of applicants to Recommend for Initial Interview – AAO Review.

**Initial Interview**

- When each recommended applicant has been moved to the Initial Interview Approved state, the committee is cleared to conduct a telephone/Skype type interview.
- The initial interview should be based on a set of questions approved in advance by the Office of Diversity and Equity (ODE@geneseo.edu). For more information about preparing interview questions, please consult the document …. All members of the search committee should be present for each initial interview. If a member of the committee must be absent, arrangements should be made to provide access to a record of the interview.
- Following each interview, the committee should review the results for the purpose of rating the overall performance of the candidate.
- The committee chair should enter the committee’s rating in the Evaluate Applicant section in the Initial Interview Approved view. An explanation of the rating that is worded in terms of how the applicant’s performance revealed strengths and weaknesses with respect to the published qualifications should be entered into the Comments box.
- After all initial interviews have been completed, the committee should decide which two or three candidates should be advanced to the campus interview stage.
- The chair in Committee Reviewer role, moves the selected candidates to Recommend for Campus Interview – Department Review. Department Chair after reviewing recommendations selected candidates to Recommend for Campus Interview – AAO Review.
- In most searches, the chair should, at this point, also move all candidates who were not granted an initial interview to the state, Not Interviewed, Not Hired. A notice will be sent to these applicants that they are no longer under consideration. If there is a need to conduct additional initial interviews, then move these applicants to Recommend for Initial Interview – AAO Review.
Campus Interview

- When a recommended applicant has been moved to the Campus Interview Approved state, the department is cleared to conduct a campus interview.
- When a candidate has accepted the invitation to interview, please email them the Interview Guest Travel Guide 17-18 letter on the Hiring Procedures wiki. The search committee members should be familiar with the contents of this letter as well as the Academic Affairs Expense Reimbursement document also found on the wiki.
- All faculty interviews should, at a minimum, include the following planned events/appointments:
  - Interview with the entire search committee (using an approved standard set of questions)
  - Interview with department chair/dean
  - A public demonstration of teaching skill
  - Interview with the Associate Provost (allow 50 minutes, arrange through Susan Marie x5531)
- Prepare an itinerary before the candidate arrives, and forward a copy to the Provost’s Office prior to the interview. No need to send a CV.
- Ensure that candidate signs a travel requisition and travel voucher forms while on campus (only needed if there are reimbursable expenses).
- Following each campus interview, the search committee should formulate its recommendation based on all relevant input. The committee chair enters the committee’s appraisal of the applicant using the evaluative criteria for the campus interview step within the OES. The process is similar to that followed for the initial interview stage. If a candidate is judged as acceptable or exceptional, the narrative should identify the job related strengths of the candidate. If the candidate is found to be minimally acceptable or unacceptable, job relevant weaknesses revealed by the campus interview process should be stated.
- After all interviews are completed, the committee chair (in Committee Reviewer role) moves all candidates who were rated as acceptable or exceptional in the workflow to Recommend to Department, Acceptable Candidate.
- If one or more candidates are deemed acceptable, the committee chair should also move all candidates who were initially interviewed but not interviewed on campus to the state Interviewed, Not Hired. A notice will be sent to these applicants that they are no longer under consideration. This completes the work of the committee.

- Once a candidate has been selected for hire, the department chair/school dean contacts the selected candidate with the good news and indicates that the Associate Provost will follow-up with an offer of appointment.