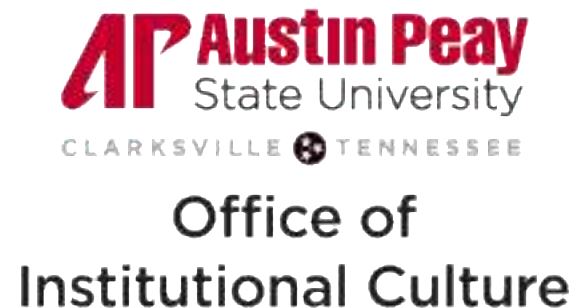


# Staff Search Committee Information

2025-2026



# Search Committee Responsibilities



**AP** Austin Peay  
State University  
CLARKSVILLE  TENNESSEE

# Search Committee Responsibilities: Confidentiality



**Confidentiality** - discuss search committee business and applicants in private and with other committee members. Chair of department can be a part of these discussions if on the search committee.

**Committee deliberations** - are confidential even after the search is over and the person has been hired. The person hired should never hear that “So and so on the search committee said XXX about you and they did not vote for you to get move on in the process. But I am glad you are here.”

**Confidentiality agreement** - each search committee member will be required annually to sign a search committee confidentiality agreement and this document will be kept in the Office of Institutional Culture.



# Search Committee Responsibilities: Initial Interviews

- Search Committee will develop a search rubric(s) based on their review of the applicant information.
- The Search Committee will review search rubrics, deliberate and decide on applicants to interview.
- The Search committee will choose applicants for initial interviews.
- The Hiring Authority will move applicants in Oracle to interview stage.
- The Search Committee will contact applicants to schedule interviews.

# **Search Committee Responsibilities:**

## **Final Interviews**

**Based on the results from initial interviews and results from Search Committee deliberations, committee will choose the applicants to *invite to final (on-campus) interviews.***

- Search Committee will select applicants for final interviews.
- The Hiring Authority will move applicants in Oracle to final interview stage.
- Search Committee will contact applicants to invite for on campus interviews.
- Complete Reference Checks (recommend 3 for each applicant).

# The Structured Interview



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# The Structured Interview (Initial and Final)

1. Ask only for information that will serve as a basis for the hiring decision.
  2. Develop a list of questions prior to the interview (same questions for each candidate).
  3. Questions must be specific to the job duties/responsibilities.
  4. Take Notes.
- Does not preclude asking a follow-up question to a response given by the applicant(s) nor does it preclude asking questions prompted by something on an applicant's resume/cv (e.g., gaps in employment).

# The Structured Interview - Forms

- **Forms – OIC will provide fillable forms.**
- Please attach forms (*except Search Committee Notes//Interview Evaluations Form*) in Oracle as instructed by HR.

**\*\*\*(If you send resumes out to your department or university community, redact personal phone numbers, addresses, etc.)\*\*\***

1. Sample Search Rubric
2. **Search Committee Notes/Interview Evaluation – now a part of Oracle**
3. Reference Check Form
4. Open Forum Comment Form

# The Hire



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# The Hire

- Based on discussion with search committee, the Hiring Authority will select applicant for hire in Oracle.
- The Office of Institutional Culture (OIC) will review.
- After review from the OIC, approval notification will go to the Hiring Authority.

Questions?

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