



SEARCH COMMITTEE ORIENTATION PACKAGE

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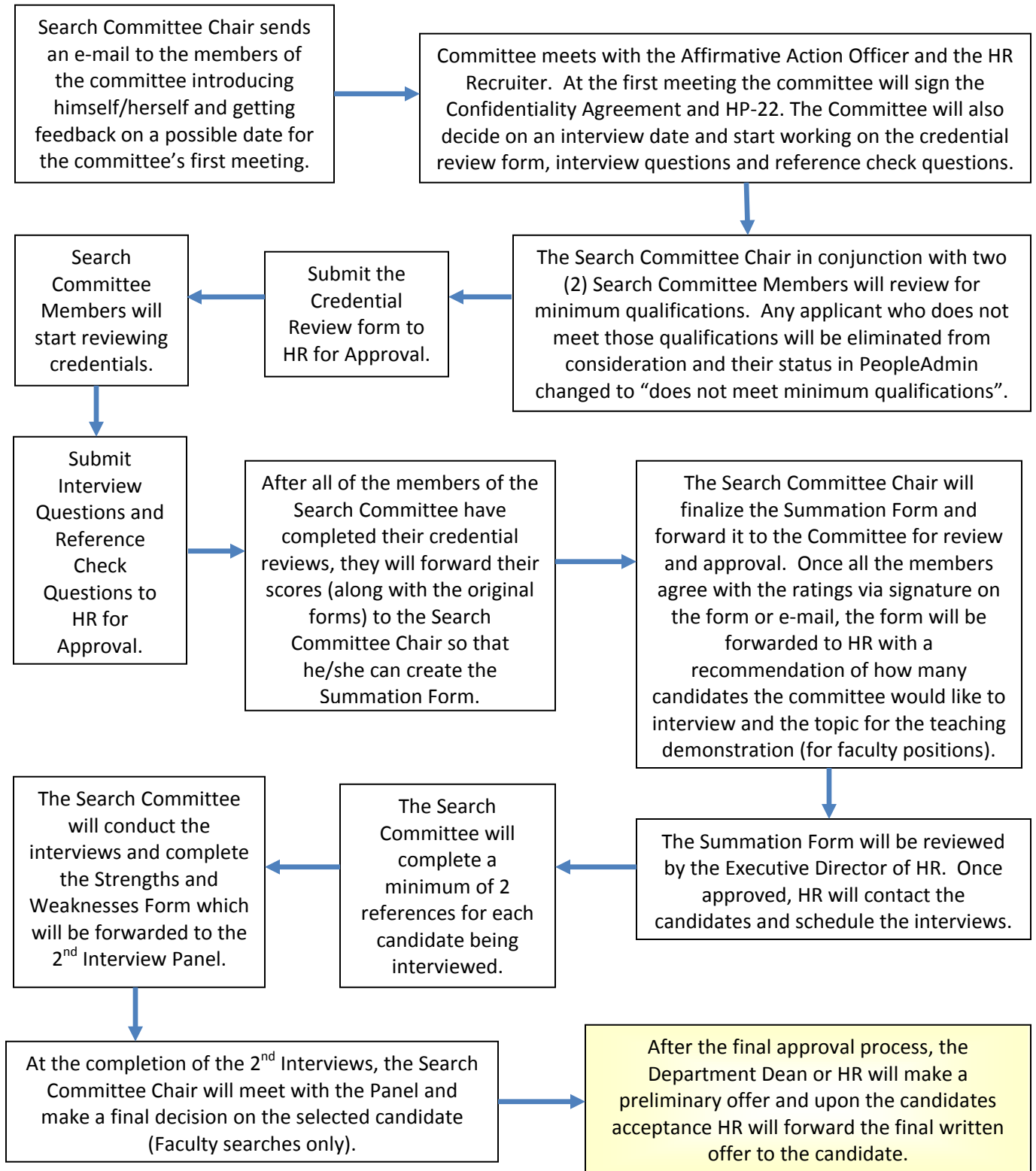
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A. HP – 22 (Training and Impartiality Certification) & Confidentiality Agreement

On the last two pages of this packet are the HP-22 (Training and Impartiality Certification) and the Confidentiality Agreement. Please review the list of applicants and then read and sign the HP-22 and the Confidentiality Agreement.

SPECIAL NOTE: If this recruitment is still open, more candidates may apply between the date you sign the HP-22 and the close of the recruitment. If at any time during this search, you discover that there is a relation within the third degree by blood or marriage to any of the applicants and/or you discover you have a business, financial or personal relationship with any of the applicants, please IMMEDIATELY notify your Search Committee Chair and Human Resources.

B. OVERVIEW



C. JOB ANNOUNCEMENT

The approved job announcement is included on the following page.

D. CREDENTIAL REVIEWS

Credential Reviews are useful in evaluating the relative qualifications of numerous applicants, and particularly so when the applicants qualifications being scored are fairly well defined, and therefore subject to reasonable comparison by various search committee members.

The most important aspect of any credential review is that the qualifications of each applicant are being evaluated on requirements listed in the specific job posting.

A sample Credential Review Form appears on the next page.



CREDENTIAL REVIEW FORM - _____ Instructor

Candidate's Name: _____

Education: _____

- 1. Education: _____
 - a. Masters Degree (2 points)
 - b. All But Dissertation (ABD) (4 points)
 - c. PhD (6 points)

Experience: _____

- 2. Recent (within the last 5 years) experience teaching in a College or University _____
 - a. 1 to 2 years (1 point)
 - b. 3 to 4 years (4 points)
 - c. 5 to 7 years (6 points)
 - d. 8 years or more (8 points)
- 3. Experience teaching in a Community College setting (2 points) _____
- 4. Experience teaching in an on-line environment (i.e. ANGEL, WebCT, etc.) (2 points) _____
- 5. Experience with teaching a diverse student population (2 points) _____

TOTAL POINTS: _____

Comments:

CONCLUSION: Circle the appropriate rating below describing your prediction of the candidate's ability to perform the job.

Unacceptable Acceptable Good Outstanding

Signature of Search Committee Member

Date

E. SUMMATION FORM

The Summation Form will be used to compare scores of each candidate that met minimum qualifications.

A sample Summation Form appears on the next page.

F. REFERENCE CHECK QUESTIONS

Reference Checks are useful in evaluating the candidates selected for interviews. Prior to the day of interviews, the committee will need to check references. References can be contacted either by phone or e-mail.

A sample set of Reference Check Questions appears on the next page.



_____ Instructor
Reference Check Questions

Applicant Name:		
Person Contacted:	Title of Person Contacted:	Phone #:
Reference Checked by:		Date:

QUESTIONS:

- 1) How long have you known this candidate and in what capacity?
- 2) How well does this candidate work with supervisors and co-workers?
- 3) How would you describe the quality and quantity of his/her work?
- 4) What do you consider the candidate's strengths?
- 5) Is the candidate well read and current in the _____ area?
- 6) How does (did) the candidate rank among other instructors/staff that performed similar functions at your college/company?
- 7) Briefly describe the candidate's teaching style and technique.
- 8) Describe the candidate's "track record" in student success. Approximately what percentage of his/her students successfully learned the material he/she was teaching?
- 9) Would you hire this candidate again?
- 10) Is there any additional information that you feel we should have in considering this candidate for employment?

G. INTERVIEW QUESTIONS

A sample of interview questions is presented on the following page. Once the Committee has decided on the questions they wish to ask, please make sure that they are forwarded to HR for review.

Please note that all interviews are to be conducted by posing only the approved interview questions and reasonable, job-related follow-up questions.



_____ Instructor
Interview Questions

Candidates Name: _____ Date: _____

- 1) How has your experience and training prepared you to teach the courses required here at the College of Southern Nevada?
- 2) How would you plan a course in _____? What texts would you use? How would you evaluate students learning in the course?
- 3) How would you advise a student if he/she were questioning whether or not to major in _____? Or about a future in _____?
- 4) What do you consider to be your strengths as a _____ instructor?
- 5) How do you plan to stay current in this field?
- 6) At CSN we use a distance education vehicle called "ANGEL". Have you had any experience with it? Furthermore, do you have any experience with distance learning or technology in the classroom? If so, what, how much?
- 7) CSN has a diverse student population (i.e. full-time, part-time, students with F/T job and/or family care responsibilities, students representing different ethnic groups and races, religions, ages, genders, etc.). What teaching methods have you found most effective in engaging such a diverse student population?
- 8) On the basis of information you have received so far, what do you feel is going to be your biggest contribution to the program and CSN?
- 9) CSN has several campuses; would you be able to travel to them when classes are scheduled in several campuses during the course of the academic semester?

Additional Suggestions for Interview Questions:

Teaching/Advising:

- What is your teaching philosophy?
- How would you approach teaching here at CSN?
- What do you think are the most important qualities of a good instructor?
- What would you consider to be your greatest teaching achievement? Why?
- What kinds of teaching techniques have you found to be most effective?
- How far in advance do you typically plan activities for students?
- How do you typically get cooperation from students who are uninterested in the topic or distracted?
- What makes a good advisor?
- Do you think it is important to challenge your students? How would you do that?
- It is the third week of your introductory class and you notice that some students really aren't paying attention and some aren't showing up. What would you do to correct this?
- How would you encourage students to major in _____?
- In your first semester, you would be responsible for our course in _____. How would you structure it? What kinds of materials would you use?
- Share an example of when you may have had to encourage a student to work harder in your class.
- What is your experience with under-prepared students? How do you motivate them?
- Describe a successful experience in dealing with students and what you learned from it.
- Describe how you use technology in teaching.
- How will you help in creating an environment that fosters innovation in thinking?
- How can you tell if the class understands a new concept that you have just introduced?

Institutional/Departmental Issues:

- What strengths would you bring to the department?
- What is your impression of CSN's mission statement? How are these statements related to your goals?
- How would you ensure that your Dean/Supervisor was not caught unaware by a problem or obstacle that you knew about?

General:

- Why are you interested in working at CSN?
- In the last year, what have you done to develop professionally?
- Why do you want to teach in a community college setting?
- What is your outlook on higher education?
- What skills do you have that make you the best candidate for this position?

- What do you see are the major differences between working at a college like CSN and working for a traditional community college and/or university?
- Could you share with us a recent accomplishment of which you are most proud?
- Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.
- What skill set do you think you would bring to this position?
- Tell me anything else you would like us to know about you that will aid us in making our decision.
- Give an example of how you carefully consider your audience prior to communicating with them. What factors influence your communication?

Interpersonal:

- What are your strengths?
- If I asked your previous/current co-workers about you what would they say?
- Describe what you see as your strengths related to this job/position.
- What methods do you use to make decisions? Give us an example.
- What do you think are the best parts of working in a team environment? How do you handle it?
- How would your past employers describe your response to hectic or challenging situations?
- How would your co-workers describe your work style or work habits?
- If I asked several of your co-workers about your greatest strength as a team member, what would they tell me?

Management/Supervisory:

- Tell us about your management style - people, teamwork, direction?
- How have you participated in planning processes?
- Is it more important to be a detail oriented person, or a big picture person? Explain.
- Describe for me a decision you made which would normally have been made by your supervisor? What was the outcome?
- How would you motivate your team/department to do their best work?
- What is the largest number of employees you have supervised and what were their job functions?

Administrative:

- What do you like most about working with customers/clients?
- Give us an example of how you stay organized when juggling multiple tasks.
- Have you worked under time constraints before? Can you give us an example?
- How would you describe your skills in Word, Excel, and PowerPoint (relevant software used in the job)? Beginner, intermediate, or advanced?

H. GUIDELINES FOR INTERVIEWING JOB APPLICANTS

In preparing for and conducting interviews of job applicants, there are numerous factors which the person or persons conducting such interviews should take into account. Among these considerations are such matters as: (1) the objectives of the interview process; (2) the relationship of interview questions to the objectives; (3) any potential communication problems (such as a hearing or speech impairment); (4) how the results of the interviews will be recorded and/or reported. The following guidelines are designed to assist persons responsible for interviews.

1. Preparing For The Interview

- a. General Parameters. *The interview questions should be prepared in advance and be based on the job's essential qualifications and functions.*

- b. Records. Any notes taken during the interview should be submitted to Human Resources upon the completion of the interviews.

- c. Getting Ready To Ask Questions. The following is a list which should be reviewed by each person who is going to conduct, either individually or as a committee member, an interview of a prospective employee.
 1. Be familiar with: the job description (particularly essential functions), all required qualifications (including certification or licensure, if these are required), and all relevant policies and procedures.
 2. Use approved questions only. Work related follow-up questions can be asked for clarification.
 3. Review the applicant's resume and application form.
 4. Ensure that reasonable interview accommodations are made for any job applicant who has requested such accommodation.

2. Conducting The Interview

Listed below are suggestions for persons who will be involved in conducting interviews for job applicants.

a. Asking Good Questions And Job-Related Follow-up Questions. The task of asking only approved questions that are related to the job and asking all of the applicants the same set of questions, need not be a “robotic” exercise. Follow-up questions are appropriate if they are made in a manner that is reasonably calculated to keep the interview “on subject” – that is, involves only inquiries that appear to be related to the performance of the job. In this regard, consider:

1. Avoid questions which are overly broad or vague. Ask questions in such a way as to obtain specific answers.
2. Avoid asking questions in such a way as to cue the interviewee as to the answer you might want. (For example, don't ask: “You do believe in being a team player, don't you?” Instead, the interviewer might ask questions about how the applicant has worked before in group situations.)
3. If an answer is unclear or incomplete, ask follow-up questions designed to focus the answers on the needed information. (For example, if a faculty applicant says, “I've taught a lot of different speech courses,” the interviewer might ask for an estimate of how many different courses were taught; what they were; and where and how long ago they were taught).
4. Use non-verbal cues to encourage the applicant to say more. (Such cues might include a slight nod of the head, or saying “I see,” or just allowing for a short pause. Often, when a response is not immediately followed by another question, the applicant will feel a need to add something to the response.

I. LOG-IN DIRECTIONS

1. Access the CSN On-Line system directly at <https://jobs.csn.edu/hr>
2. Enter your "Guest User" ID and password.
 - a) Click on the "View" link under the position title, this will bring you to the "Applicants" page.
 - b) Under the candidate's name you will find a link to their application.
 - c) Next to the candidates name under the "Documents" tab will be links to all the documents that the candidate has provided.

The Guest User ID and Password for this search is:

Guest User:

Password:

**REMEMBER YOUR USERNAME AND PASSWORD ARE CONFIDENTIAL TO
COMMITTEE MEMBERS ONLY.**

HR Contact Information

Recruitment Department Mail sort code: W40E

Contacts:

Derek Smith - 702.651.7481

Carlos Reyes - 702.651.7482

Colleen Carpenter - 702.651.7471

FAX - 702.651.5778



FORM HP22 – TRAINING AND IMPARTIALITY CERTIFICATION

Job Search Title: _____

TO SEARCH COMMITTEE CHAIRPERSON

FROM: _____, Search Committee Member

DATE: _____

I hereby certify that the items marked below are true to the best of my knowledge and belief:

Impartiality Certification

1. I have reviewed **Final Report of Applicant Names**, and determined that to the best of my knowledge and belief **I am not related**, within the third degree by blood or marriage to any of the applicants listed on that form. I also confirm that I do not have, a business, financial or personal relationship with any of the applicants listed on that form.
2. I have reviewed **Final Report of Applicant Names**, and determined that to the best of my knowledge and belief **I am related**, within the third degree by blood or marriage, to the following applicant listed on that form: _____.
I do have a business, financial or personal relationship with the following applicant listed on that form: _____.

Training Certification

3. I **have previously attended** a CSN workshop that provided training on fair and nondiscriminatory employment practices. I also received written certification of having completed the workshop.
4. I **have not previously attended** a CSN workshop that provided training on fair and nondiscriminatory employment practices.

Note: If item "2" or "4" above is marked, then immediately return this form to the President. Otherwise, please return this form to the chairperson of your search committee.

Submitted by: _____ Date: _____

Search Committee Member

COLLEGE OF SOUTHERN NEVADA

College of Southern Nevada



**ACADEMIC/ADMINISTRATIVE FACULTY
SEARCH COMMITTEE CONFIDENTIALITY/NON-DISCLOSURE STATEMENT**

COMMITTEE MEMBER NAME: _____

I understand that all material and information in connection with the development, review and evaluation of applications for Academic or Administrative Faculty positions at College of Southern Nevada is confidential and proprietary material, whose disclosure to or use of by third parties will be damaging to the Nevada System of Higher Education and the Board of Regents. Therefore, I agree to hold such material and information in strictest confidence, to make use thereof only for the performance of my specific evaluation task and not to release or disclose information to any other party.

All material, including but not limited to letters of interest, curriculum vitae, resume, application, employment and educational records, publications or work samples and related ranking and evaluation forms (paper or on-line) on each candidate distributed to me (paper or on-line) will be returned to the College of Southern Nevada Human Resources Office immediately upon conclusion of the selection process.

I understand that a violation of this agreement may subject me to discipline under the NSHE Code.

Signed: _____ Date: _____
Search committee member must sign