

 Division of Human Resources Standard Operating Procedures	Procedure:	SEARCH COMMITTEE TRAINING
	Effective Date:	March 7, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

Any CSN employee may serve on a hiring committee once he or she has been trained by the Division of Human Resources on the CSN hiring procedures.

If interested in serving as a search committee member or search committee chair, follow these steps:

1. Log into the CAPE workshop webpage at: <http://apps.csn.edu/CAPE/WorkshopList.aspx>.
2. Select a convenient time/date and then click on the checkbox right in front of the workshop title.
3. Click "Register" on the bottom of the page.
4. When the pop-up box appears asking to register for the selected workshops, click "Yes".
5. Log into the CAPE system using your main CSN system username and password.
6. Click "Yes" again on the confirmation screen and a message verifying registration for the training will appear.
7. An e-mail meeting notice will be e-mailed allowing inclusion into Outlook Calendar.
8. On the day of the training, plan to arrive approximately 5 minutes early to sign in and receive a copy of the handouts.

The search committee training consists of a PowerPoint presentation, a DVD presentation and a discussion regarding the search process. The search committee chair training is a more specific and intensive training on the inner workings of a search and the role of the search committee chair in the process. The search committee chair training consists of a PowerPoint presentation, review of the necessary search forms and a discussion.

After the training is complete, all participant name(s) will be entered into the search committee trained database and also listed in the PeopleAdmin search committee nomination drop down list.

Once trained and selected to participate in a search, faculty/staff will be notified by the Personnel Analyst (recruiter) assigned to assist with the search. A brief refresher of hiring procedures will be provided at the initial meeting of each search committee. If a search committee member is unable to attend the initial search committee meeting, this refresher may be scheduled individually with the assigned Personnel Analyst or provided through an alternative approved format if available.

Recertification

Once certified, faculty/staff can participate in a search committee. Recertification will only be necessary when CSN or NSHE policy and/or state/federal laws/regulations have been updated. The Division of Human Resources will send out the appropriate notification if recertification is necessary.

In addition, recertification is required when breaches of search procedure have occurred or irregularities have been reported. Recertification may be required of the entire committee or of a particular individual at the discretion of the Affirmative Action Officer or the Director, Administrative Operations for the Division of Human Resources.