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FDDE November 12, 2008

Attending: Maria Cordero, Jennifer Duncan, Sherry Marx, Alan Hengge, Robert Schmidt, Pat Evans, Ronda Callister, Renee Galliher, Kathy Chudoba

Presenters: Jodi Morgan HR, Dave Ottley, AAEO

Brief discussion of Caregiving

Discussion of the new training program for search committees: Hiring for Excellence (HFE). Ideal would be if the person taking the training could print out their answers and bring them to the search committee meeting.

Reports of error messages when hitting enter after typing in answers. Jodi Morgan received 3 and 4 copies of the same answers.

1. Job description and advertisement, matrix, and role statement. The committee used an old ad and did not include teaching in their job description.
2. Advertising – print ad is important in order to get HB1 visas for international faculty that are hired -- very short print ads are fine. A full job description is posted on USU HR website. Personal contacts are ideal for recruiting all candidates and especially those that are underrepresented.
3. Screening the file – screening criterion were not clearly agreed upon. The chair was taking full responsibility for initial screening. Negative: interpretations of why the person is applying judging their motives.
4. Identifying the short list – the matrix should have been developed earlier To more fairly screen candidates.
5. Interview – social setting graduate student asks inappropriate questions. Share AAEO appropriate questioning strategies with everyone that will attend. But the main issue is how the personal information is used. The information must not be used in decision-making discussions.
6. Making the decision – sex description, national origin description, health discrimination – most discussion not focused on the job description

Suggestion to developers: 1. Add the sentences “All answers notes will be shared in groups in an anonymous format.

2. It would be ideal if the faculty member could print out a list of their comments and bring them with them to the discussion meeting. Or that HR could bring multiple copies of the total comments to handout.

Jennifer will bring refreshments next time

Next meeting Dec. 10th at 9:00 in B202a