

RECRUITMENT/SEARCH PROCESS

Beginning the Search

The first step in starting the search is to complete this form. This form should be completed and signed by the Dean of the Faculty (for all positions in the Academic Division) or Division Head and then submitted to HR. Composition of the search committee should be discussed with the Dean of the Faculty for Academic Division positions or the Division Head before the search committee is appointed.

Search Committee/Advertising for Staff Positions

This form should be completed after receiving approval for the position and before starting the search.

1. Department _____

2. Position Title _____

3. Attach Position Description as a Word or PDF Document and Human Resources will set up the position on Interfolio. HR will send the posting back to you, which will now include the Interfolio URL for applications if you choose to post the position on professional organization websites where you need membership to post or if you choose to post on LinkedIn, etc. or share the posting with professional contact, associations, etc.

4. Names of Search Committee Members (these should be discussed in advance with the Dean of the Faculty or the Division Head):

Recruitment efforts and planned advertising should seek to expand the applicant pool and solicit qualified diverse candidates and interest them in Lafayette College.

5. Planned advertisement of vacancy; list names of newspapers, journals, etc., and include proposed copy of ads and notices. Human Resources will place all advertisement except those that require membership in a professional organization to advertise. Please specify run dates and type of advertisement (display vs. in-column, print and/or internet). Human Resources will post positions on the following sites:

- HigherEdJobs
- Inside Higher Ed Jobs
- Diverse Education

6. Other methods to be used for securing candidates (professional contacts, graduate schools, professional associations, etc.):

7. Describe efforts you will make to expand the applicant pool and solicit qualified diverse candidates and interest them in Lafayette College:

Date Signature of Search Committee Chair

Date Signature of Dean of the Faculty or Division Head

All advertisements must contain the following statement:

Lafayette is deeply committed to creating a diverse community, one that is inclusive and responsive and is supportive of each and all of its faculty, students, and staff. All members of the College community share in the responsibility for creating, maintaining, and developing a learning environment in which difference is valued, equity is sought, and inclusiveness is practiced. All Lafayette operations reflect the College's commitment to Diversity, Equity, Access, and Inclusion (DEAI) initiatives, and Lafayette welcomes applicants from diverse backgrounds.

All acknowledgments must contain the following statement:

Lafayette College does not discriminate on the basis of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law in its educational programs and activities, admissions, or employment as required by Title IX of the Educational Amendments of 1972 (which requires that the College not discriminate on the basis of sex); the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (which requires that the College not discriminate on the basis of disability); Title VI of the Civil Rights Act of 1964 (which requires that the College not discriminate on the basis of race, color, or national origin); and Title VII of the Civil Rights Act of 1964 (which requires that the College not discriminate in employment on

the basis of race, color, religion, sex, or national origin); and other applicable laws and College policies.

Search Process:

Please contact Alma Scott-Buczak at scotta@lafayette.edu or ext. 3172 or Karen Yaskanin-Jones at yaskanik@lafayette.edu or ext. 3388 to schedule a kick off meeting with your search committee. We will provide assistance, advice, and consultation throughout your search that we believe will enhance your process, make our staff/administrative searches easier and more uniform, and ensure that we use all resources at our disposal to diversify our candidate pools in a highly inclusive manner.

During the search kick-off meeting, we will review how to use Interfolio for resume management; discuss strategies to expand the diversity of the applicant pool; review creative ways to source candidates including the use of targeted advertising; consider reaching out to professional organizations and non-traditional methods of sourcing; review tips for screening application materials; review interviewing techniques including what can and should never be asked during an interview; discuss methods to close out your search including reference checking, developing the offer, documenting your selection, and review new employee onboarding and orientation. We will share with the search committee an “Employment Guide” that includes possible advertising locations, sample templates, and orientation checklists.