

Division of Student Life Search and Screening Committee Guidelines and Expectations:

Position Screening Committees:

Screening committees assist the hiring authority with identifying a final pool of candidates for an advertised position by reviewing initial applications, identifying promising applicants and conducting any required interviews or other screening methods to determine the final recommended candidate pool.

Position Search Committees:

A search committee is a group of people formed to help the responsible administrator recruit and screen candidates for a posted academic position. Search committees in the division should be utilized for searches at the Assistant/Associate Vice President level or higher.

Departments filling position vacancies utilizing a screening committee to provide recommendations to the hiring authority for the position may utilize the HR Recruitment resources in the [Hiring Center](#) to provide information and guidance through the screening process (of course, all UF hiring policies must be adhered to regardless of which type of committee is used).

Any position vacancies utilizing search or screening committees should adhere to the following guidelines regarding the interview process:

- **For positions at the Director level or higher:**
 - When finalists have been determined and campus visits are being scheduled:
 - All positions at the Director level or higher must provide at least one opportunity for division staff to participate in the interview schedule. Examples of such opportunities include, but are not limited to, an open meeting with division staff or a presentation with Q&A session to division staff.
 - All positions at the Director level or higher will include a division-wide presentation session which includes a Question and Answer session.
 - For any positions at the Director level or higher where the employee would become a member of the Student Life Leadership Team, a specific opportunity for Division Leadership Team members to directly engage with the candidates will be provided.
 - *It is expected that all Division Leadership Team members engage with the candidates in at least one of the opportunities provided.*

- Members of the Division Leadership Team will be provided as much advance notice of the candidates' schedules as possible.

- **For positions below the Director level:**
 - Hiring authorities have the discretion of providing division staff and Division Leadership Team engagement opportunities with the candidates depending on the scope and breadth of the position. However, targeted stakeholder meetings should be considered as such meetings are likely to be more effective and impactful during the screening or search process than division-wide events.
 - Candidate interviews should include presentation sessions only if the position description includes presenting as part of the position duties.

NOTE: All Divisional Searches for Position Vacancies utilizing a *search committee* (instead of a screening committee) must follow the guidelines provided by UF HR:

<https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/>