

BEST PRACTICES

A "best" practice?

- Complies with the law.
- Promotes equal employment opportunity and addresses one or more barriers that adversely affect equal employment opportunity
 - The "Like Me" Syndrome
 - Stereotypes
 - Prejudice
 - Perception of Loss by Persons Threatened by Equal Employment Opportunity Practices
 - Ignorance
 -
- Demonstrates management commitment and accountability.
- Ensures management and employee communication.
- Does not cause or result in unfairness.
- Is implemented conscientiously and shows produces noteworthy results

Best Practice for Reviewing Applications

- Develop and use job-related screening criteria.
- Apply the criteria consistently for all candidates.
- Guard against "changing the rules" syndrome: changing the requirements as the search proceeds in order to include or exclude particular candidates.
- Obtain references before selecting the finalists.
- Use a consistent process for checking references.
- Include all search committee members in the evaluation process.

Best Practice for Interviewing

- Develop and use job-related questions
- Ask same questions of all applicants and referees
- Avoid prohibited inquiries.
- Develop an interview schedule that includes time with the search committee.
- Arrange. organize the campus visit to make a good impression.
- Develop and use evaluation/feedback forms.