Recruiting and selecting the right people are paramount to the success of Valdosta State University and its

- o Ensure that procedures are reviewed
- Ensure that all search committee members receive the search committee training (Please contact HR/EOD)

If a committee is not used, it is expected that a second person will also participate in the short-listing process. In these situations, the criteria used to select the top candidates and all appropriate notes must be held or turned into HR/EOD.

## Interview short-listed candidates.

Viable candidates should be scheduled for interviews and notified of any selection tests or exercises that will be used. Remember, recruitment procedures (including selection tests) must be free from affirmations, ideological tests, and oaths.

Moreover, federal law prohibits certain questions in an employment interview. The application for employment has been developed to comply with Federal guidelines. Examples of such prohibited questions might refer to the applicant's age, disability, religion, ages of children, etc. To ensure consistent treatment of each applicant, a structured interview should be developed by the department to ask the same questions under the same conditions. The structured interview should include questions regarding job-related

be useful in the position if selected for employment.

## The Interview:

The purpose of interviewing is to select the best person for the job based solely on merit and suitability. The Valdosta State University recruitment and selection process achieves these using methods that are systematic, thorough, fair, unbiased and based on rational, objective, and job-