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内容概要

This book is a practical guide for anyone involved with hiring in higher education. It is written for busy faculty, staff, and administrators who want to conduct more efficient, fair, and effective searches, but who don't have time to investigate the large body of research on employment selection and communication or search through multiple sources to uncover recommendations established and proven through the years. This book is useful for campus leaders, search committee chairs, and committee members who want to increase their ability to accurately predict a candidate's success at their institution.

## 书籍目录

About the Authors. Foreword. Preface. 1. The Importance of Hiring Right. The Impact of the Hiring Decision. The Challenge for Higher Education. The Benefits of Conducting a Good Search. Overview. 2. Form and Charge the Committee. Establish the Search Committee. Set the Ground Rules. Know the Law. Conclusion. 3. Define the Job. Analyze the Position. Establish Information Needs and Deadlines. Write the Position Announcement. Conclusion. 4. Recruit a Strong Applicant Pool. Appeal to a Wide Audience. Appeal to a Diverse Audience. Follow Good Practices for Retaining Employees. Conclusion. 5. Evaluate Candidate Files. Develop an Evaluation Form. Systematically and Critically Review the Files. Conclusion. 6. Identify Top Candidates. Select and Contact the Semi-Finalists. Prepare and Conduct Phone Interviews with Semi-Finalists.. Prepare and Conduct Phone Interviews with References. Obtain Additional Information. Evaluate the Reference and Internet Information. Select Finalists for Campus Visits. Communicate with Candidates. Conclusion. 7. Arrange and Host the Campus Visits. Understand the Challenge. Use Multiple Methods of Information Gathering. Plan for and Host the Visits. Decide Whom to Involve and How. Conclusion. 8. Close the Deal. Avoid Serious Pitfalls. Review the Logistics. Consider the Basis for Making Your Decision. Evaluate Candidate Information. Finish the Job. Welcome the New Hire to Campus. Conclusion. Bibliography. Appendix A. Sample Tracking Forms. Appendix B. Sample Letters. Appendix C. Sample Email to Semi-Finalists. Index.

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