

Faculty Searches Central Repository Reference Guide

Updated 11/2024

Name of file (50 characters max)	Description	Requirements from the Faculty Search Guidelines, page 2 Review Sections 8-11 for more information
KSU_Job ID#_Rubric	Include all evaluations or scoring rubrics that were used to evaluate the candidates.	g. evaluation rubrics and scoring sheets for applicants (for multiple hire postings use: (KSU_246842_Recommendations_APPLICANT'S LAST NAME)
KSU_Job ID#_Interview questions	Include all questions asked of the candidates, designating at which interview stage the question was asked and how they were asked. Examples could include phone or email for pre-screening, virtual meeting for first round interviews, in-person second round interviews, final campus presentations, etc.	h. interview questions (including those for telephone and face-to-face interviews) NOT notes i. telephone reference check questions NOT notes
KSU_Job ID#_Recommendations	Include all recommendations from the search committee to the hiring manager. This will also include documents used to compare candidates.	f. faculty search committee memoranda (summary only, including interview notes and survey notes) i. telephone reference check notes (summary only)
KSU_Job ID#_Confidentiality Agreement	This is the agreement signed by the search committee members.	Not required for faculty searches, except executive level faculty administrators.
KSU_Job ID#_Record of search process trainings	Include documentation of any training that members of the search process were provided or required to attend. Include the title, who conducted the training, a brief description, and whether it was mandatory or suggested.	k. search process trainings (List of trainings)
KSU_Job ID#_Misc search documents	Include any additional documents used in the applicant review process or the hiring decision.	c. position announcements, (college/department advertising) d. approval documentation to initiate the position search (PAF and emails) e. candidate lists (telephone/virtual and campus interview lists) j. itineraries of finalists invited to campus
N/A	N/A	a. application materials from all candidates, including letters of application or application forms, curriculum vitae or resumes, academic transcripts, samples of writing or publications, and reference letters (No Action Needed - already in the system) b. job descriptions (No Action Needed - already in the system)

Instructions:

Search Committee Chair, if applicable

Review the Faculty Search Guidelines, Sections 8-11

Save all documents for each section above as a **combined, single document** using the correct naming scheme above

Send all documents to the Hiring Manager

Hiring Manager

Review all files

Add hiring manager additional questions and notes to the documents

Upload files using the instructions from the Central Repository Job Aid

<https://www.kennesaw.edu/human-resources/careers/talent-acquisition/staff-hiring-process.php>

<https://www.kennesaw.edu/faculty-affairs/hiring-policies/index.php>