

# Summary of Resources

## Developing Position Description

- <https://hr.oregonstate.edu/search-excellence/position-description-analysis-development>

## Charge Letter

- [Search Charge Letter](#)

## Search Committee Training

- [SIUE Search Committee Training - Web Version](#)

## Developing the Job Description

- [Writing the Position Announcement – University of Nebraska-Lincoln](#)
- [4 Tips for Writing Better Job Posts \(Plus Before and After Examples\) \(linkedin.com\)](#)
- [Diversifying applicant pools requires writing better job ads \(opinion\) \(insidehighered.com\)](#)
- [Soliciting Performance, Hiding Bias: Whiteness and Librarianship – In the Library with the Lead Pipe](#)
- [The Case for Cluster Hiring to Diversify Your Faculty \(chronicle.com\)](#)
- [Job Description Writing Guide – PittHR](#)
- [Crafting Job Descriptions – Brown](#)

## Estimating Availability

- [Estimating Availability Resources](#)
- [Estimating Faculty Availability using IPEDS Completions](#)

## Recruitment Strategies

- [Common Views On Diversity In Hiring and Responses](#)
- [Recruitment Strategies](#)
- [Resources for job posting](#)
- [Recruiting Resources for Search Committees \(WISELI\)](#)
- [Guide to Recruit at HBCUs](#)
- SIUE's [Recruitment Packet Form](#)
- [HERC Job Board Tutorial: CV/Resume Search](#)

## Implicit Bias

- [Public Regional Library - HERC](#)
- [BiasBrochure 3rdEd](#)
- [Who, Me? Biased? - The New York Times](#) (short video series)
- [How the Best Bosses Interrupt Bias on Their Teams](#)

## Rubrics

- [SIUE Rubric Examples](#) (multiple files)

## Interview Questions

- [Questions Guide Dos and Donts](#)
- [25 Questions Not to Ask in an Interview](#)
- [Interview Script Example](#)
- [Email to candidates example](#)

## Virtual Interviewing Practices

- [Best practices for virtual interviewing](#)
- [HERC Inclusive Interviews](#)
- [Consistency and Equity in Online Interviews](#)

## Information for Applicants

- [Applicant Packet](#)
- [Family Friendly Policies and Benefits](#)
- [SIUE – Negotiation Brochure For Applicants](#)  
<https://siuecougars.sharepoint.com/:b:/r/teams/Provost-EquityAdvisors/Shared%20Documents/General/Toolkit%20documents%20for%20linking/ApplicantPacket.pdf?csf=1&web=1&e=Zjtd0C>

## Reference Checks

- [Sample Reference Check Form](#) (multiple files)

## Post Search Process

- [Affirmative Action Recruitment History](#)
- [Approval Forms](#)
- [Justification of Selection form](#)