

Central Repository Faculty File Instructions

Search Committee Chair, if applicable

- Review the [Faculty Search Guidelines](#), Sections 8-11
- Save all documents for each section as a combined, single document using the correct naming scheme
- Send all documents to the Hiring Manager - Do not upload the documents into the system

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](#)

File Structure and Documents

Combine all files into a single document and use the file naming scheme for each section. The documents listed below correspond to the Faculty Search Guidelines *Confidentiality, Georgia Open Records, and Recordkeeping* section.

KSU_Job ID#_Misc search documents

Include any additional documents used in the applicant review process or the hiring decision.

- position announcements, (college/department advertising, not Academic Affairs advertising)
- approval documentation to initiate the position search (PAF and emails)
- interview candidate lists (telephone/virtual and campus interview lists)
- itineraries of finalists invited to campus

KSU_Job ID#_Recommendations

(for multiple hire and part-time postings use: KSU_Job ID#_Recommendations_Applicant's Last Name)

Include summary notes for all recommendations from the search committee to the hiring manager. This will also include documents used to compare candidates.

- faculty search committee memoranda (including interview and survey **summary notes**)
- interview questions (including those for telephone and face-to-face interviews **summary notes**)
- telephone reference check **summary notes**
- Can include the rubric with **summary notes**

KSU_Job ID#_Rubric

(for multiple hire and part-time postings use: KSU_Job ID#_Rubric_ Applicant's Last Name)

- Blank evaluations or scoring rubrics that were used to evaluate the candidates.

KSU_Job ID#_Interview questions

QUESTIONS ONLY – 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.

- Questions only, not notes
- interview questions (including those for telephone and face-to-face interviews)
- telephone reference check questions

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. Unless there are other trainings, it can be as simple as a Word document with the list of committee members with the title of *Required Online HR Search Committee Training*. Make it simple.

KSU_Job ID#_Confidentiality Agreement

Not required for faculty searches, except executive level faculty administrators. You may choose to use the [Confidentiality Agreement](#) form if the hiring manager and dean agree.