

Faculty Searches Central Repository Reference Guide

Updated 10/2025

Requirements from the Faculty Search Guidelines, (#s 1-10 located on pages 2-3) (Combine each section's documents into a single document)	Description from the Central Repository User Guide table	Name of file (50 characters max)
1. 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 2. job descriptions	N/A	<i>No Action Needed - already in the system</i>
3. position announcements, (college/department advertising) 4. approval documentation to initiate the position search (PAF and emails) 5. candidate lists (telephone/virtual and campus interview lists) 10. itineraries of finalists invited to campus	Include any additional documents used in the applicant review process or the hiring decision.	KSU_Job ID#_Misc search documents
6. faculty search committee memoranda (summary only, including interview notes and survey notes) 8. interview questions (including those for telephone and face-to-face interviews - summary notes only) 9. telephone reference check notes (summary notes only)	Include all recommendations from the search committee to the hiring manager. This will also include documents used to compare candidates.	KSU_Job ID#_Recommendations (for multiple hire postings use: KSU_Job ID#_Recommendations_APPLICANT'S LAST NAME)
7. evaluation rubrics and scoring sheets for applicants	Include all evaluations or scoring rubrics that were used to evaluate the candidates.	KSU_Job ID#_Rubric (for multiple hire postings use: KSU_Job ID#_Rubric_APPLICANT'S LAST NAME)
Questions only, not notes 8. interview questions (including those for telephone and face-to-face interviews) 9. telephone reference check 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.	KSU_Job ID#_Interview questions
Search process trainings (List of 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.	KSU_Job ID#_Record of search process trainings
Confidentiality Agreement - Not required for faculty searches, except executive level faculty administrators.	This is the agreement signed by the search committee members.	KSU_Job ID#_Confidentiality Agreement

Instructions:

Search Committee Chair, if applicable

Review the Faculty Search Guidelines, Sections 8-11 (See Faculty Affairs link below)

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 - 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

Faculty Affairs Hiring Policies and Guidelines

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

Central Repository User Guide

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