

BEST PRACTICES FOR DEPARTMENT HIRING



Thank you for ensuring that your organization adheres to the highest standards of professional conduct in the hiring process. We wish you the best in your search process. If you have any questions regarding APSA's guidelines for the hiring process, please contact dsp@apsanet.org. Please find related resources below.

APSA ANNUAL MEETING

APSA recommends that search committees follow the below guidelines when participating in job interviews at the Annual Meeting:

- Schedule all interviews ahead of time and provide candidates with ample notice, including details on the time, date, and location of the interview.
- If for some reason your department/organization is not scheduling all interviews through APSA's interview service, but you are planning on conducting meetings with prospective candidates, please hold all interviews/meetings in public spaces only (e.g. hotel lobby, coffee shops, etc.)
- Ensure that interview questions are consistent for all candidates and are legally permissible. Ensure that your organization's interviewers have been trained in strategies to avoid implicit bias. See this article for useful guidelines: hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/interviewingcandidates/legal-job-interview-questions.aspx.
- All Annual Meeting participants are expected to conduct themselves in accordance with the APSA Anti-Harassment Policy for the Annual Meeting. Please read the policy prior to your interviews: www.apsanet.org/divresources/policyprocedures

GENERAL GUIDELINES

In order to promote the highest standards of professional conduct in the hiring process, APSA provides the following guidelines for committees when conducting a job search:

- Job advertisements should contain specific information regarding necessary and preferred qualifications. In addition, ads should provide a clear indication of whether the position has been formally authorized or is contingent upon budgetary or other administrative approval.
- All applications and inquiries for a position should be acknowledged promptly.
- All job applicants should receive timely notification about the committee's final decision.

ADDITIONAL RESOURCES

- Pipeline Practices: Institutional Practices for Hiring, Mentoring, and Advancing Women in Academia: <http://web.apsanet.org/cswp/wp-content/uploads/sites/4/2016/01/FINAL-Pipeline-Report-May2016.pdf>
- APSA Sexual Harassment Resource Page. This resource includes information about APSA's Annual Meeting attendee code of conduct; Professional Ethics; How to submit a grievance; the APSA Meetings Ombuds; Sexual Assault Hotlines; and strategies for reaching out to relevant campus resources: www.apsanet.org/divresources/sexualharassment