



LSU Agricultural Center **Comprehensive Recruitment Coordinator Guidelines**

Purpose

The LSU Agricultural Center has created the role of Recruitment Coordinator for search committees to support our values by ensuring opportunity, engagement, and access at all levels of the organization throughout the hiring process.

Responsibility and Guidelines

The role of every search committee member is to support a process that results in a thorough, competitive, and equitable search. The Recruitment Coordinator's role is to hold each search committee member accountable for that expectation. The Recruitment Coordinator is a full member of the search committee who advances the commitment to an expansive, fair, and equitable process by promoting the most effective and inclusive search possible and monitoring the process during all phases. The Recruitment Coordinator should be a member of the hiring department or unit of the position being recruited. Per the AgCenter Search Committee Guidelines, each search committee must have a Recruitment Coordinator. The Search Committee Chair is responsible for identifying the Recruitment Coordinator as early in the search process as possible.

General Responsibilities of the Recruitment Coordinator

The Recruitment Coordinator will:

- Participate in the necessary training/workshops
- Collaborate with the search chair throughout the search process
- Maintain contact with the Office of Human Resources Management (HRM) to provide updates about the progress of the search and consult on any questions, issues, or concerns raised during the search process.

Before the Search:

- Complete the Search Committee training and a Recruitment Coordinator/Search Workshop offered through the Office of Human Resource Management.
- Work with the search committee chair to identify individuals who may serve on the search committee, specifically those who can bring valuable perspectives to the process.
- Assist with identifying potential opportunities for advertisement that reach a more robust applicant pool (Recruitment Plan).
- Identify department heads/chairs at institutions whose graduates reflect the mission and values of the AgCenter and ensure that these individuals receive a copy of the position vacancy announcement.
- Keep track of inclusion recruitment efforts for reporting.
- Review the position description or posting to consider whether a broader or different description of subject matter may enhance the variety of curricular offerings and applicants.

During the Search:

- Work with the search committee and hiring official in the department conducting the search to identify professional organizations in the discipline that serve all aspects of the population and ensure that the search committee provides these organizations with the position announcement.
- Encourage the committee to utilize best practices in evaluating the applicant pools.
- Raise awareness about unconscious assumptions and bias throughout the search/selection process.
- Help develop interview questions that will shed light on a candidate's support of organizational values and goals.
- Proactively ensure that commitment to AgCenter values and engagement are both considered positive qualifications in the consideration of candidates.

Recruitment Coordinators are NOT expected to:

- Try to control the outcome
- Replicate the search chair's role
- Assume they understand others' motives, goals, or objectives
- Be passive or overly deferential
- "Go it alone" if frustrated, confused, or concerned
- Hold or have held the title of Inclusion Champion or Fellow