RED FLAGS

INITIATION OF SEARCH

- Ill-timed searches to capture largest possible candidate pool (e.g., out of sync with major national conferences and/or candidates emerging from fellowships or residencies)

CONFLICTS OF INTEREST (CoI)

- Failure to disclose known candidate or candidates during search initiation
- Failure to avoid CoI between search committee members and known candidates
- Searches that are opened and closed overly quickly (1 month after ad posting, especially when there are internal candidates)

DIVERSITY

- Lack of discussion or identification of specific efforts to increase the diversity of the applicant pool
- Unconscious bias (ie: institutions candidate graduated from or works in)
- Not addressing known URM & female candidates that meet criteria

OUTREACH

- Failure to directly contact candidates to determine possible interest in position (for Senior – level searches, even if deemed unmovable)
- Small candidate pool, unless already specified in Initiation of Search
- Lack of outreach activities by search committee members

MEETINGS

- Unnecessarily long period in between meetings, resulting in candidate withdrawals

INTERVIEWS

- Inconsistent treatment of candidates during the interview process
- Unnecessarily long interview phase resulting in the candidate withdrawals