

***FORWARD Search Committee Member Training: Searching for Excellence***  
**April 24<sup>th</sup>, 2014**

Attendance

Thirteen individuals attended the training and 12 completed evaluations.

- Seven (58.3%) participants identified as faculty members, two (16.7%) as students, one (8.3%) as a staff member, one (8.3%) as a REC/Research specialist, and one (8.3%) did not indicate a role.
- Five (41.7%) participants indicated that this was the first time they served on a search committee.
- Seven (58.3%) participants identified as committee members, one (8.3%) as a committee chair, and two (16.7%) as both committee members and committee chairs.

Quantitative Results from the Evaluation Form

**I feel that my knowledge of how to identify and recruit a diverse pool of applicants has increased after today's training.**

	Frequency	Percent	Cumulative Percent
Agree	10	83.3	83.3
Strongly Agree	2	16.7	100.0
Total	12	100.0	

**I feel I have acquired new information or understanding about how to address gender inequity during the search process.**

	Frequency	Percent	Cumulative Percent
Agree	11	91.7	91.7
Strongly Agree	1	8.3	100.0
Total	12	100.0	

**I will be able to implement new strategies to address unconscious bias during the faculty search process as a result of my participation in this training.**

	Frequency	Percent	Cumulative Percent
Agree	7	58.3	58.3
Strongly Agree	5	41.7	100.0
Total	12	100.0	

**I will be able to use the information that I learned today in my role on search committees.**

	Frequency	Percent	Cumulative Percent
Agree	6	50.0	50.0
Strongly Agree	6	50.0	100.0
Total	12	100.0	

**The training was clear and well-organized.**

	Frequency	Percent	Cumulative Percent
Agree	8	66.7	66.7
Strongly Agree	4	33.3	100.0
Total	12	100.0	

**I would recommend this training to others.**

	Frequency	Percent	Cumulative Percent
Agree	5	41.7	41.7
Valid Strongly Agree	7	58.3	100.0
Total	12	100.0	

**How would you rate the overall quality of this training?**

	Frequency	Percent	Cumulative Percent
Average	4	33.3	33.3
Above Average	8	66.7	100.0
Total	12	100.0	

### Qualitative Results from the Evaluation Form

1. What questions about unconscious bias do you still have after attending this training? Please list any areas of the training that you would like to receive additional information about or that need further clarification in order for you to be an effective search committee member.
  - I would have liked some information on proper requirements to include on the application.
  - When calling unlisted references, what is protocol for calling a current employer? (What if applicant does not want current employer to know?)
  - None, at this point.
  - How to effectively confront other committee members about displayed bias.
  - Just a concern: Sometimes as we seek to have more diversity in our faculty, it seems we are almost biased against more traditional applicants.
  - Recruitment still seems challenging. What paperwork does the chair need to fill out and turn in?
  
2. What do you think were the most helpful or valuable aspects of the training you attended today?
  - Discussion/examples.
  - The examples are very useful.
  - Job qualifications and “sticking to those.” Recognizing bias.
  - Reinforcing previous knowledge I had about searches. Also, it was useful to hear examples from other participants in the workshop.
  - Phrasing of interview questions, actively advertising the search, the variety of potential biases.
  - Well organized.
  - The practical aspects – what to do first, etc.
  - Step by step process information.
  
3. How could this training be improved to be more beneficial to you?
  - Timing – Little rushed at end.
  - Discussion on what type of information can be shared with people outside of the committee.
  - Can’t think of anything that needs improvement at the moment.
  - More time for policies and procedures.
  - Actually make more time to work through examples and questions and on what can and can’t be done as part of the process.
  - More interactive. Targeted “refresher” sessions.
  - Consider citizen versus not.
  
4. Please provide any additional comments you have about today’s training and/or the FORWARD program in general on the back of this page.
  - Not as professional as anticipated. Rob – watch your ums, oks, rights during presentation. Mariam – lots of ums...