

The University of Florida prides itself in fostering a people-centered culture where all employees can thrive, innovate, and grow. To continue engaging in best practices when recruiting, selecting candidates and hiring top talent, it is recommended to assign or include an advisor as part of the faculty search process. All Search Advisors should take *GET251 Hiring at UF* course prior to serving in the role.

The advisor may be a member of the search committee or may be an advisor to the search committee. The role of this individual is to assist the search committee in ensuring that best practices are used in all aspects of the recruitment process.

During the search process, advisors will provide assistance in the following areas:

- Assist the Hiring Authority in the selection process of the search committee and its chair.
- Provide advice as needed to ensure the search ad is posted in multiple venues that attract a diverse pool of applicants.
- Provide advice as needed to the chair/dean and to the search committee to ensure that all contributions are being considered and that best practices are used for recruiting and selecting new faculty.
- Discuss strategies that support engaging and selecting top talent with the search committee.
- Suggest proactive strategies to attract talent.
- Review the short list of candidates selected for interviews to confirm alignment with selection criteria and requirements.
- Ensure the process was free of any artificial barriers that might limit or prevent opportunity for other similarly qualified individuals