

# **The Humane Job Search:**

## **Recommendations for Academic Library Search Committees**

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# Why be humane?

- Ensures the best possible experience
- The search process should not be a hazing ritual
- It's the right thing to do!



# Essential principles

- Equity & fairness
- Clear communication
- Empathy & kindness



# Writing & posting the job

- Post in places that don't require applicants to pay to view it
- Include the salary range
- Minimum qualifications = Day 1
- Preferred qualifications = Growth



# The applications

- Prioritize content, not execution
- Use a rubric or matrix to ensure fairness
- Review applications independently



# Phone interviews

- Communicate details clearly
- Send questions to applicants in advance
- Ask only clarifying questions with committee



# Phone interviews

- Err on the side of more interviews
- Ask questions that tell you more than their CV and cover letter
- Ask the same questions of each candidate



# Before campus interviews

- Reduce financial burden
- Communicate clear itinerary
- Provide presentation prompts & list of questions
- Proactively address logistics
- Provide HR contact for formal accommodations





# At campus interviews

- Show empathy and encourage success
- Avoid judgment based on appearance
- Ensure basic human needs are met



# Interview presentations

- Clarify what you hope to learn
- Focus on content of presentation vs. specific choice of tools
- Help with set-up, then give them time to prepare
- Expect nerves



# Evaluating candidates

- Reflect and document thoughts independently before committee discussion
- Be specific and concrete about strengths and weaknesses



# The humane workplace

- Mentor new colleagues
- Ensure they have the resources they need
- Model the humane behavior you want to see



# Thank you!

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