



# The Jossey-Bass Academic Administrator's Guide to Hiring

By Joseph G. Rosse, Robert A. Levin

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Department chairs and other academic administrators are often called upon to hire administrative and staff personnel for a variety of positions, as are chairs and members of search committees. To meet the challenge of finding and hiring the right person for the right job, The Jossey-Bass Academic Administrator's Guide to Hiring offers the essential information needed to make an informed hiring decision. The book's "Performance Foundation" will help to connect hiring, retention, performance development, and performance assessment of any position at an academic institution with the most critical aspects of performance for the institution, the unit, and the job.

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### Editorial Review

#### Review

"Consider this book a primer for everyone on your next hiring committee." (*University Business*, April 2003)

#### From the Back Cover

Department chairs and other academic administrators are often called upon to hire administrative and staff personnel for a variety of positions, as are chairs and members of search committees. To meet the challenge of finding and hiring the right person for the right job, *The Jossey-Bass Academic Administrator's Guide to Hiring* offers the essential information needed to make an informed hiring decision. The book's "Performance Foundation" will help to connect hiring, retention, performance development, and performance assessment of any position at an academic institution with the most critical aspects of performance for the institution, the unit, and the job.

Based on research-based and field-tested practices, this practical and straightforward guide to hiring will help anyone involved with hiring in an academic institution increase their effectiveness and efficiency. This important resource:

- Includes suggestions for assembling and managing a search committee
- Offers information about how to tie organizational goals to the performance objectives of the new hire
- Shows how to attract well-qualified applicants
- Outlines the key legal issues that affect hiring decisions
- Describes the process of gathering information for assessing applicants
- Guides the interview process that gets to the heart of performance qualifications
- Includes research-based approaches to making the decision-making process more effective
- Provides worksheets for planning the hiring process, identifying qualifications, planning and conducting interviews, conducting reference checks, and more

Written for department heads, program supervisors, search committees, and other academic managers, the book also includes

#### About the Author

Joseph G. Rosse is professor in the Leeds Graduate School of Business, University of Colorado at Boulder.

Robert A. Levin is managing director of the Center for Human Function and Work, University of Colorado at Boulder Research Park.

Rosse and Levin are the authors of *High-Impact-Hiring* (Jossey-Bass, 1997) and *Talent Flow* (Jossey-Bass, 2001) and are codirectors of the Center for the Integrative Study of Work at the University of Colorado, Boulder.

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##### **Ruby Freeman:**

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**Philip Brown:**

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