

**□ The Handling of Internal Candidates**

Often there are people within the organization who feel they should get the job or at least be considered. If the search committee handles them respectfully, their loyalty to the organization can be maintained, but if not then that loyalty may be needlessly lost and they may even leave the organization.

First, invite anyone feeling they should be considered to confidentially contact the Chairman of the Search Committee or the search consultant (if there is one) to express a possible interest. Suggest they do not tell anyone else, including their colleagues, of their action or interest so if they are not presented as a finalist their reputation is not damaged. Whoever screens the candidates should do so confidentially and if the internal candidate isn't ask to proceed, tell them why others are a more appropriate choice. If a search consultant is used the person can blame the consultant, and thus the loyalty to the institution is likely still in tact.