Preparing the Search Committee

The committee needs to meet at least by this stage of the recruitment process, if not before, to review:

- The charge of the committee.
- Role of the chair.
- Expectations of the chair and committee members.
- Orientation to the process.
- Timeline.
- Training by Human Resources and EEO Coordinator

At the first committee meeting, the hiring supervisor will:

- Charge the committee by discussing the position as it relates to the unit and division as a whole. Also, discuss the job criteria, including areas of emphasis and importance.
- Invite EEO and the designated Human Resources representative to present an overview of the process as well as answer questions.

The responsibility for documenting the selection normally rests with the committee chair. This documentation is a summary of the committee’s discussion and analysis of the most qualified person for the position. In the event that others participate in second interviews to make a final decision, it would be appropriate for them to provide input to the chair as part of the documentation process.

To ensure committee effectiveness, committee members need to:

- Assume personal responsibility for the outcome.
- Identify strongly with their role and responsibilities.
- Actively analyze and evaluate information, clarify ambiguous issues, clearly communicate, listen actively and express opinions.
- Be open-minded and develop a “filter” to ensure that personal or individual biases do not interfere with how a candidate is evaluated.
- Attend and participate in all meetings and interviews.
- Plan and schedule for the required time commitment.
• Commit to keeping all information about candidates and the process confidential (see below).

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