Purpose:
A general overview
Fundamental Principles
Checklist for Staff Searches
A Good Faith Effort
The Search Committee

**Selecting the Committee Chair and EEO Designee**

**Role and Responsibilities of the Search Committee Chair:**

**The Role and Responsibility of Search Committee Membership**

**Role and Responsibility of the EEO Designee**

**Preparing the Search Committee**

**Conflict of Interest:**

The Vacancy Announcement
Developing the Recruitment Plan
Advertising the Vacancy
Documenting the Nomination
Sample documentation:
  - Application Rating Matrix
  - Application Rating Form
  - Sample Narrative Statement and Nomination of Candidates

  **Sample nomination memo by the selecting official pursuant to 2nd interview**

Professional Reference Checking
  - Process
  - Internal Candidates
  - Do’s And Don’ts
  - Developing & Asking the Right Questions

  What to do with the information

Confidentiality
Establishing a Salary Offer
Offering the Position