

Forming a Search Committee

1. Decide on the Role of the Search Committee

- a. Will the Search Committee make the hiring decision?
- b. Will the Search Committee make a candidate recommendation to the Hiring Manager, who ultimately makes the hiring decision?

2. Selecting the Search Committee Chair

- a. Ideally this person will be a strong leader and will need to keep the committee focused throughout the search process. They will also be able to manage other committee members and keep them on task.
- b. This person will need to be a consensus builder and be able to lead the committee to make decisions in situations when full consensus isn't possible.
- c. The search chair should be an effective communicator and be able to keep the Hiring Manager, Hiring Department, and Human Resources informed of the committee's progress. The search chair will need to stay in close communication with the Hiring Manager during the entire process by providing updates about the search process.
- d. This person should be willing to invest significant time and dedication to see the search through to completion. They will typically need to spend several hours per week on the search until it is completed.
- e. This person should be absolutely committed to protecting candidate confidentiality and reiterate that the committee members may not discuss candidates with anyone beyond the search committee.
- f. This person should understand the full range of responsibilities of being the search chair.

3. Search Committee Chair selects the rest of the committee

- a. Ideally the search committee will include 5 to 8 people
 1. Include individuals with a similar job as the position description that works in another department/college on campus.
 2. Include individuals with different perspectives and expertise with a demonstrated commitment to diversity.
 3. Make sure the committee itself is diverse.
 4. Identify at least one member who will serve as an advocate for women and minorities.
 5. Search committee members must be willing to invest significant time in the search process every week throughout the entire search.
 6. Members must be entirely committed to protecting candidate confidentiality.
 7. All members chosen to be on a search committee will have completed Search Committee Training by Human Resources.
- b. Establish co-chair(s) to help the chair manage the search tasks
 1. Co-chairs should have the ability and authority to lead in the Search Chairs' absence. These individuals should also have attended Search Committee Chair Training by Human Resources.
 2. These individuals often play an important role in interviewing finalist candidates, answering their questions, and handling closing negotiations.