

BEST PRACTICES: SEARCH COMMITTEE PROCESS

Creating the Search Committee

- Your search committee should be large enough to represent a diversity of opinions but small enough for efficient decision-making (3–11 people, depending on the level of the position).
- Select committee members who have a good understanding of the position to be filled, whether as coworkers, supervisors/supervisees, stakeholders, or collaborators.
- People from outside the University may be invited to participate in the search if relevant.

Launching the Search Committee

- Elect or appoint a chairperson who will establish guidelines for the committee, manage communication with applicants, maintain complete meeting minutes and records of the search, and communicate with the hiring authority or outside search firm (if applicable).
- Your search committee should conduct a kickoff meeting to set objectives, ground rules, and expectations for the search process.

Sample Kickoff Agenda

1. Welcome
 2. Roles/responsibilities
 3. Search timeline
 4. Job description review
 5. Applicant review plan
 6. Interview plan
 7. Best practices review
 8. Questions
- Make sure all members have access to the posting, advertisements (if any), job description, applications, and all other materials relevant to the search.

Reviewing Applicants

- All members should use the same evaluative criteria during applicant review.
- The search committee should employ a structured interview process allowing all candidates the same time for questions and set of interview questions.
- Maintain confidentiality regarding applicants' names and committee discussion to ensure the integrity of the search process and avoid repercussions for applicants who are currently employed elsewhere. Limit communication with applicants outside of the interview process (both during and after the search).
- Ensure that candidates who interview remotely are not at a disadvantage.

Other Things to Remember

- Discuss ways you can make the interview process both welcoming and informative. The committee should learn about the candidate's skillset while also sharing information about the job, department, and university.
- Notify candidates who will not be moving forward in the search process as soon as possible. If they were a strong candidate, consider connecting with them through a professional network as they could become part of your future talent pipeline.
- Engage the search committee in the onboarding process to help the new employee grow their professional network.