



Creating and Managing the Search Committee

- Limit the number of people on the committee.
 - Include immediate supervisors and other who have a clear and thorough understanding of the vacant position requirements.
 - For most searches 4-7 members. For Grade 7 or higher, 5-10 members.
 - Is the Search Committee diverse?
 - Have you considered adding search committee members from other departments?
- Assign duties. Establish a committee chair (typically the hiring manager for the position) and who will lead the interview. If possible, establish a co-chair.
- Have a conversation about implicit bias and partner with TAS for assistance to ensure diversity and inclusion are key elements throughout the entire process.
 - *Resource attached*
 - Commitment to Creating a Diverse & Inclusive Community Through Recruitment & Hiring
- Require all members to read each resume, cover letter and application before the interview.
- Decide on questions and who will ask them, based on each area of concern.
- Determine how candidates will be evaluated and how feedback will be given to both internal and external candidates.
- Avoid conflicts of interest on the search committee.
- Confidentiality preserves the integrity of the selection process and protects the privacy of the candidates. Please discuss the importance of confidentiality to the search committee.