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.