

Search Committee Kickoff Meeting Outline

Facilitated by the Search Committee Coordinator at the outset of a search. Attended by the Hiring Authority and Search Committee members.

Agenda Items

I. Introductory Remarks

1. Thanks for serving on the committee
2. Recognition that this work is in addition to their day to day responsibilities
3. Search Committee Coordinator will play active role to keep the committee moving forward and minimize the administrative burden on the committee
4. The purpose of this meeting
 - Hiring Authority shares vision for the position and the traits the committee should look for when reviewing applications and conducting interviews
 - Set clear timeline for the search
 - Answer any questions the committee members have
 - Before we get started, complete the confidentiality agreement and give to the Search Committee Coordinator.

II. Steps in the Recruitment Process

1. Search Committee is convened – THIS IS WHERE WE ARE IN THE PROCESS RIGHT NOW
 - Kickoff meeting to get organized
 - Hiring Authority shares:
 - vision for the position
 - required qualifications that the selected Finalist MUST meet
 - preferred qualifications that the ideal candidate will meet
 - Hiring Authority presents screening matrix
 - The SC Coordinator is responsible to schedule the Committee Members to attend search committee training (if needed).
 - Agreement on applicant screening and interview process to be used
 - Round 1- (required) panel interview with Search Committee electronically (phone or video conference) or in-person
 - Round 2 (required) in-person meeting with Hiring Authority
 - Additional steps can be added to the process such as
 - Screening questions asked by the Coordinator (before Round 1)

- In-person meeting with Search Committee as follow up to telephone interview (Round 1)
 - Meeting(s) with relevant stakeholders (Round 2)
 - Candidate presentation (Round 2)
 - Deadlines and preferred timelines for each step in the process (see worksheet)
 - How many candidates should be presented to the Hiring Authority as “finalists”
- 2. The Committee Members
 - Review screening criteria provided by the Hiring Authority
 - Review applications
 - Complete screening matrix
 - Agree on who should be interviewed (candidates) for Round 1
 - Tell the Coordinator the names of the candidates to be interviewed for Round 1
 - Develop panel interview questions with input from Hiring Authority
- 3. The Committee Chair:
 - Is responsible to provide the SC Coordinator with some options in terms of date and time that work best for all the committee member to conduct the interviews.
- 4. The Committee Coordinator:
 - Gets time from the SC Chair to schedule the interviews with the candidates.
 - Schedules interview room(s)
 - Schedules the candidates for Round 1 interview times (see outline)
 - Reviews the position information with candidate
 - Asks screening questions (if applicable)
 - Arranges candidate travel logistics (if applicable)
 - Sends confirmation emails to the candidates
 - Notifies the Search Committee members of the interview schedule
 - Works with Hiring Authority and Search Committee Chair to finalize the interview questions.
 - Serves as host to the interviewees who visit campus
- 5. The Committee Members
 - Conduct the “Round 1” interviews either by phone or in person
 - Take relevant notes on the candidate’s responses
 - At the completion of the interviews,
 - discuss the relative merits of the candidates
 - identify Finalists who will advance to Round 2
- 6. The Committee Chair tells the Hiring Authority and Coordinator the names of the Finalists recommended to advance to “Round 2”
- 7. The Coordinator schedules Round 2, following the same steps as Round 1

8. At the completion of Round 2, the Hiring Authority
 - Conducts reference checks on the Finalist(s)
 - Confers with the Dean (tenure-line faculty positions) or Dean's designee (all other permanent positions)
 - possible compensation package
 - process that will be used to make the job offer to the selected finalist

III. Search Requirements

- All members of Committee must complete the Search Committee training requirement before conducting interviews:
 - Not required if gap of less than 1 year since last training.
 - Online refresher training required if gap of 1 to 2 years since last training.
 - In person training required if gap of 2 years or more.
- Before an offer can be made to a finalist, the Hiring Authority **MUST** ensure the following documents are on file:
 - One completed screening matrix
 - Copies of all notes taken by the interviewers at the panel interviews
 - At least 3 professional reference checks, at least one of which being from a current or immediate past supervisor.
 - **We cannot process the Hiring Proposal until we have the required recruitment documents on file.**
- All materials generated by the Search Committee and Coordinator are subject to FOIA requests
- All applicants who submitted their complete materials by the "Full Consideration" or "Close" date (depending on which was used in the advertisement) must be included on the screening matrix.