

Search Committee Chair Assurance Form

Chair Name:

Position:

Hiring Manager:

Date:

Check Box to Confirm Each Activity is Complete		Point Person
Prior to Job Being Posted:		
	The Search Committee Chair convenes the committee and establishes a calendar for meetings; sets aside blocks of time for interviews. Committee must include an Equity Representative, appointed on a rotating basis by Human Resources.	Chair
	All members of the Search Committee are expected to attend all scheduled interviews. Therefore, it is expected that the Chair of the Search Committee will make every effort to work out a schedule that will allow all members of the Search Committee to be in attendance for all interviews. If a Search Committee member misses an interview, (e.g. due to an emergency/an unexpected event), they cannot participate in the assessment of those candidates missed.	All Committee Members
During Applicant Review:		
	Through discussion with the Hiring Manager, Search Committee Chair populates Candidate Ranking Matrix template according to specific requirements of the position and distributes electronically to committee members.	Chair & Hiring Manager
	Search Committee reviews applicants in applicant tracking system and scores them using the Candidate Ranking Matrix.	All Committee Members
	Prior to the first committee meeting, Search Committee Chair (and Hiring Manager, if desired) reviews internal candidate personnel files in order to provide relevant information to the search committee at initial meeting. NOTE: HR requires 2 business days' notice to pull internal files for review.	Chair; as requested, Hiring Manager
	Search Committee holds its initial meeting to review applicants. Committee is informed of the confidentiality of the entire selection process.	All Committee Members
	Equity Representative ensures each candidate receives fair consideration in applicant review process.	Equity Representative
	Search Committee selects and agrees upon qualified candidates for a first round interview based on the Candidate Ranking Matrix.	All Committee Members

Interview Process:		
	Search Committee Chair notifies HR of candidates to be interviewed, as well as schedules the interview room and provides blocks of time where full committee is available. HR will schedule interviews with the candidates.	Chair/HR
	Search Committee develops behavioral, job-related interview questions to ask of all candidates and keeps questions confidential. Equity Representative ensures an appropriate diversity-related question is included.	All Committee Members
	Search Committee Chair uses interview questions to create a Candidate Assessment Rubric, on which to rate interview answers objectively.	Chair
	Conduct first round interviews, utilizing prepared questions and Candidate Assessment Rubric.	All Committee Members
Post-Interview:		
	After completion of first round interviews, deliberate and recommend finalists (ideally three) to the Hiring Manager. Equity Representative ensures only appropriate information is considered when assessing the candidates. Search Committee Chair submits finalist names (alphabetized; not in rank order) and assessment rubrics for finalists to the Hiring Manager. Finalist names need to also be shared with HR.	All Committee Members
	All search documentation is turned into the Search Committee Chair for submission to and retention by HR. This can be done on paper or electronically. For subsequent rounds of interviews, the Hiring Manager also needs to return their documentation to HR.	All Committee Members
	Once hire is made, Search Committee Chair notifies committee of hire. Hiring Manager notifies HR.	Chair
	Ensure equal employment opportunities and affirmative action guidelines are followed throughout entire process.	Chair & Equity Representative

Search Committee Chair & Equity Representative Signatory Form

The undersigned agree that all of the above guidelines were followed during the candidate selection process for this position.

Search Committee Chair Name	Signature	Date
Equity Representative Name	Signature	Date

Please return to the Office of Human Resources at human-resources-bcc@bristolcc.edu or D209a.