

Search Committee Chair Assurance Form

Chair Name:

Position:

Hiring Manager:

Date:

Initial 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. Note: Search Chair may share Matrix with HR for review prior to distributing to the committee.	Chair & Hiring Manager
	Search Chair sets up OneDrive or shared folder for ease of gathering interview documents from committee members (to be sent to HR at conclusion of search).	Chair
	Each Search Committee member reviews applicants in applicant tracking system and scores them using the Candidate Ranking Matrix.	All Committee Members
	IF APPLICABLE: Prior to the first committee meeting, Search Committee Chair asks HR to review internal candidate personnel files. If anything of note is uncovered in the personnel file, HR will notify the Search Chair. Note: HR requires 2 business days' notice to complete this review.	Chair; Human Resources
	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 and provides blocks of time where full committee is available. HR will schedule interviews with the candidates. HR will provide Zoom links for virtual interviews; Search Chair will reserve a room if interviews are in-person.	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 an Interview Assessment Form, on which to rate interview answers objectively. The rating scale must be completed for each question.	Chair
	Conduct first round interviews, utilizing prepared questions and Interview Assessment Form.	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 forms 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 within 72 hours of completion of the first round interviews. It is recommended that this is done electronically (via OneDrive).	All Committee Members
	Once hire is made or search is otherwise complete, Hiring Manager notifies Search Committee Chair and HR of outcome. Search Chair notifies the committee of the same.	Hiring Manager & 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 Human Resources at completion of search.