

## **Search Committee Member Duties**

### **Before the first meeting**

- Plan to attend all scheduled meetings and come prepared to discuss position/candidates

### **Ongoing**

- Participate fully in the committee's work
- Familiarize oneself with all job-related criteria relevant to the position.
- Review all applicant materials.
- Help screen applicants
  - Adhere to the evaluation criteria stated in the position description and advertisements.
- Work with the rest of the committee to develop a screening evaluation tool according to job-related criteria and without regard to stereotypes or presumptions regarding ability\*
- Help to recruit, identify and contact potential applicants especially with an eye for inclusive excellence
- Ask clarifying questions

### **On campus interviews**

- Service as host for candidates

### **After interviews**

- Assist with proper record keeping of the selection process
- Check references if requested.

### **General Information**

- Maintain appropriate confidentiality about the search committee process before, during, and after the search.
- Assist with welcoming the new employee.
- Perform other duties as assigned by the chairperson.
- Treat all candidates fairly and equitably throughout the entire recruiting and hiring process