

Selecting and Preparing a Search Committee

(For Hiring Managers) Updated July 2015

Select Your Committee

When compared to interviewing by yourself, there are advantages to the committee or committee interview format. Multiple interviewers hear the same information and have a common basis for comparison reactions and how well they believe the applicants match the requirements of the position. Feedback from multiple people increases the credibility of the process and can provide additional protection from discrimination claims.

Disadvantages include scheduling everyone, the increased risk that someone may utter something inappropriate and an increase of tension for the applicant. Applicants tend to be more nervous in front of a group.

Remember that a crucial part of a successful interview process is presenting the University in the best possible light. We want potential new employees to see that we are organized and singularly-focused on hiring quality individuals that can help us meet our goals and objectives. The applicant is watching to see how committee members get along with each other as an indication of the working environment in your department or section. Making a good and lasting impression directly contributes to securing and keeping quality employees.

When selecting members of the search committee, keep the following tips in mind:

Try to find committee members who are available to participate fully for duration of interviews. If someone knows in advance they will miss any part of the process, it is not a deal-breaker but you may want to consider either rescheduling or finding a different member.

Committees should include at least one female and one male.

In general, an interview committee should not exceed six persons and not exceed three for staff searches in the lower grades

Your committee should be diverse in terms of age, gender, ethnicity and work experience. Just as important are picking members who understand the job in question, can objectively evaluate the applicants, can actively participate in the discussions and can maintain confidentiality.

Prepare Your Committee

A well-prepared committee factors significantly into a successful recruiting process. Your Affirmative Action Coordinator is available to help develop this process or any of its components.

