

**Search And Screen**

**Committee Composition**

The Search and Screen Committee process is to be used for the recruitment of faculty and instructional academic staff, and is also an option for the recruitment of non-instructional academic staff.

**Selecting Your Committee:**

The search and screen committee is comprised of a diverse group of individuals selected by the Hiring Official and/or Supervisor/Department Chair in conjunction with applicable bylaws. Diversity encompasses, but is not limited to race/ethnicity, gender, disability, age, and position (e.g. manager, staff, student, and community participant). A diverse committee adds new and beneficial perspectives to the applicant screening and assessment processes.

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

* Try to find committee members who are available to participate fully for duration of the recruitment process. If someone knows in advance they will miss any part of the process, it’s not a deal-breaker but you may want to consider finding a different member. If a member of the committee is not available during the scheduled interview of an applicant, that member will recuse themselves from providing input regarding the candidates during that phase of the process.
* In general, a committee should not be less than four persons, nor exceed six persons.
* Your committee should be diverse in terms of age, gender, ethnicity and work/life experiences. Just as important are picking members who understand the open position, can objectively evaluate the applicants, can actively participate in the discussions and can maintain confidentiality.
* Any person considering applying for the open position should not participate as a committee member.

Date of AAO Charging Meeting:

Check all that apply as it pertains to the diversity of your committee members:

[ ] Gender [ ] Age [ ] Race/Ethnicity [ ] Disability [ ] Work/Life Experiences

Check all that apply as it pertains to experience of committee members:

[ ] Levels of experience with search and screen process

[ ]  Interviewing expertise and skills

[ ]  Network connections to underutilized groups

[ ]  AA/EEO knowledge and expertise

LIST COMMITTEE MEMBERS BELOW (AAO approval will be needed if you are requesting a committee of less than 4 members):

 Search Chair(s):



 Committee Members:





