

## **TIPS FOR BUILDING SEARCH COMMITTEE/INTERVIEW TEAM**

- The search committee/interview team serves as an advisory council to the hiring manager.
- It should be composed of individuals who can contribute diverse perspectives and ideas.
- Select members on the basis of the skill and judgment they can contribute to the search process, not solely because they represent a particular constituency.
- When possible include women and minorities from the department/division. Limiting committee size makes it easier to make decisions and schedule meetings.
- Decide what role each search committee member will play
  - Developing selection criteria
  - Assisting with viewing resumes
  - Assisting with setting up interviews
  - Participating in interviews

## **MEETING WITH YOUR SEARCH COMMITTEE/INTERVIEW TEAM**

- Schedule a meeting with your search committee/interview team in order to build rapport with and among members, as well as discuss roles and expectations of members.
- Emphasize the important role they play in the search process and that their involvement is very valuable. This will elicit active participation.
- Remind committee members that are responsible for ensuring SMU's compliance with fair and equitable hiring practices.
- Remind members to keep committee business confidential; it must not be shared with anyone outside the search committee/interview team.
- Establish and follow a timeline
- Each member is expected to thoroughly understand the requirements and selection criteria of position to be filled.
- Search committee/interview team is first point of contact for candidates. Each member should be committed to representing the position, department and university in a positive manner.
- Not only is search committee evaluating candidate, but candidate is also evaluating you, your department/division, and SMU.
- Everyone's time is valuable. Thank all members for their time, input, and participation.