

Staff | Search Committee Kickoff Meeting Checklist

This is a guide to help you plan a successful start to the search! It is recommended that you cover all these topics while also being creative to make this meeting productive and fun.

Training

HR will conduct search committee training (30 minutes).

Committee Work

Discuss the charge of the committee and how the group will conduct their work together.

Topics for discussion:

Introduce Equity Advocate and provide time for EA to share with members their role on the committee.

Communication – how the group will communicate during the search.

Handling conflicts during deliberations.

Role of the committee in selecting a finalist for hire (how will the decision be made).

Power and experience differentials within the group structure.

Affirm every voice on the committee is valued and welcome; communicate to each committee member why they were chosen to serve.

Finalize the criteria matrix with the full committee and introduce the candidate rubrics that will be used during the search.

Schedule the next meeting to deliberate and select candidates to move forward to the first round of interviews.