

## **Forming Your Search Committee**

- Carefully consider the composition of your search committee.
- Select members before the job is requested to include the committee in building the posting in HR-TMS and ensure everyone understands the process.
- Select members who are stakeholders that have valuable knowledge regarding the vacancy and have interest in the success of the search.
- To diversify the search committee and reduce groupthink, include members from outside your department/area.
- Search committees should have more than two members, including designating the chair for the committee. This will protect the University from conflicting reports one-on-one interviews can create.
- Smaller committees can allow for ease of scheduling, but larger committees will present a wider array of perspectives.
- Ensure each search committee member has gone through search committee training by contacting Employee Relations at Ext. 5-1843 or emailing [tgreen@bsu.edu](mailto:tgreen@bsu.edu). Search committee training can be scheduled for the entire group if needed, but the process should not begin until every search committee member has been trained.
- Avoid conflicts of interest. If the invited search committee member has a relationship with a potential applicant or a situation that could lead to an imbalance of influence and assessment, that member should recuse themselves.
- Potential conflicts of interest should be disclosed early in the search committee formation process.
- Search committee members can be replaced if emergencies or conflicts of interest arise. Ensure the new member is caught up to date with the information you've reviewed thus far.
- Document the entire process. Additions or removals of search committee members should be documented. Each search committee member must be made aware of their time commitment and documentation requirement.