

Search Advisory Committee Roles and Responsibilities

Thank you for serving on the search committee. This form is to be reviewed and signed by any person who will be part of the search committee. The search committee serves in an advisory capacity to the hiring authority.

Search advisory committee members are expected to:

1. Conduct the initial review process
 - a. Develop screening criteria (for example, initial applicant screening form, reference check questions, interview questions, open session evaluation)
 - b. Screen applications
 - c. Select candidates for interviews
 - d. Interview applicants and recommend a list of candidates to the hiring authority, which will include a comparison of strengths and weaknesses for each candidate

The committee is a screening committee that conducts the initial review process and provides a set of candidates for further consideration by the hiring authority.

It is expected that every search advisory committee member will:

1. Serve as an advocate for the institution and represent the institution in a positive manner
2. Ensure a fair and thorough review of all applicants
 - a. Take steps to avoid conscious and unconscious bias during the entire search process
 - b. Provide input into development of screening forms, interview questions, and other assessments
 - c. Screen applications to identify potential interview candidates
3. Attend all interviews (required for continuing membership on the committee)
4. Collaborate with other committee members to reach agreement regarding a list of candidates to forward to the hiring authority
5. Ensure that the search process is fair and equitable
6. Respect the confidentiality of applicant information, as required by law
7. Search advisory committee members should step down from the committee if they believe there might be a conflict of interest or they feel uncomfortable about providing a fair and unbiased viewpoint when screening and interviewing applicants (for example, if one of the applicants is a family member).
8. Committee members should disclose only to HR any personal or work relationships with any candidates under consideration. This is a normal occurrence when search advisory committee members are recruiting through their professional networks. Committee chairs and search advisory committee members cannot serve as references for candidates under consideration. In this case, the candidate should be asked for an alternate reference.
9. Committee members should disclose *only to HR* any information or knowledge they have about a candidate that may affect the outcome of the search process.

Confidentiality during the search process is a legal requirement. The Minnesota Government Data Practices Act (MGDPA) governs personal data on both current employees and job applicants. Private data on applicants must not be discussed or shared with anyone outside the search advisory committee. Data privacy violations can create both institutional and personal liability. Any person who willfully violates the provisions or any rules adopted under this chapter is guilty of a misdemeanor. Willful violation of this by any public employee constitutes just cause for suspension without pay or dismissal of the public employee. In addition, the organization could be subject to civil damages for violations of the requirements.

Acknowledgement: By completing this form and signing, I agree that I understand the deliberation of the committee, candidates, evaluations, and any other search forms are confidential and cannot be discussed outside the committee proceedings. I understand that each candidate must be given a fair and equal chance to compete for the position. The committee will use the requirement listed in the job posting materials and position descriptions to evaluate the candidates submitted material. I agree to disclose conflict of interest or appearance therefore, to Human Resources. I have read and understand the guidelines listed here.

Print Name: _____ Signature _____ Date: _____