

University of Illinois at Urbana-Champaign

Search Committee Member Guidelines

Search committee members perform a variety of tasks under the direction of the search committee chair. They serve in an advisory role since the ultimate responsibility of hiring rests with the hiring manager for the position. Search committee members must have completed [DiversityEdu](#) to serve on a committee. All search committee members should be open-minded, committed to diversity, able to negotiate conflict to achieve group results, and knowledgeable in the area/field/responsibilities of the position. It is also encouraged to involve individuals from outside a hiring department or the University to serve on a search committee to share insights, challenge assumptions, and bring lessons of experience from other perspectives, disciplines, and organizations.

For faculty, specialized faculty, academic professional, and civil service overtime exempt searches, there must be at least three individuals and include a diverse representation in terms of demographic characteristics and/or expertise. The search committee chair and diversity advocate can count as two of the members on the committee but there must be at least a total of three individuals. If you choose to use a search committee for civil service over time eligible positions, there must be at least two individuals serving on the committee that does not include the hiring manager.

The list provided below includes some of the typical responsibilities of a search committee member.

- Review the [DiversityEdu](#) online program at least once every three years. It is recommended to complete the course as soon as feasible when you are assigned the role. For anyone who has not completed it by the time the announcement is posted, OAE will send an email and will temporarily remove access to view applications, until the program is complete.
 - Note: The program is not available to search committee members external to the University of Illinois.
- Complete the [Search Committee Member](#) training.
- Attend all committee meetings.
- Suggest good faith efforts (GFEs) to include outreach sources to attract underrepresented groups (women, minorities, veterans, individuals with disabilities).
 - Identify publications, websites, listservs, institutions, personal/direct contacts, professional social media groups, etc.
 - Actively participate in networking, seeking out and recruiting qualified, diverse candidates.
 - When personally conducting any outreach and recruitment efforts, save a copy of posting/email or notes regarding direct outreach and provide information to the search coordinator.
- Prior to the review of any application materials, determine a plan to screen and evaluate candidates in a fair and equitable manner, as well as how screening decisions will be documented.
 - Agree upon ground rules for evaluating candidates, including how you will vote.
 - Agree on job-related evaluation criteria and develop a written outline that will be used by all committee members (i.e., checklist, rating form, spreadsheet, etc.)
 - Agree on rules of discussion and how to handle disagreement.
 - Avoid comments (either orally or in notes) that are not job related.

- If bias is noticed, speak out and redirect the conversation.
- Be aware of the possibility of your own implicit bias.
- Agree on a method for determining who will be invited to interview.
- Consider alternatives to rank ordering, such as summaries of each semi-finalist.
- Develop specific job-related questions to ask during interviews. All candidates should be asked the same core set of questions, allowing for individualized follow-up questions as needed.
 - For topics to avoid please see: [pre-employment inquiries – topics to avoid](#).
 - Consider including a [diversity related interview question](#).
- Provide your professional opinion of interviewees based upon objective evaluation criteria.
- Perform additional search related duties requested by chair.
- Maintain confidentiality before, during, and after the search of all candidate information and deliberations.

Resources

- [Search Process Toolkit](#)
- [Job Aids](#)