

Role of a Search Committee

Purpose

At the University of St. Thomas, managers interested in filling exempt positions conduct an open, competitive search using a representative search committee. While the final selection is the responsibility of the hiring official to whom the position reports, the search committee's involvement in all stages of the search process is essential. It assures that every effort is made to produce a strong and diverse pool of candidates, and that the person ultimately selected for the position is the best person available. The committee, however, is a **search** committee, not a **selection** committee; the hiring official makes the final selection. Hiring officials are not required to appoint a search committee when filling non-exempt positions.

Search Committee Responsibilities

Generally, a search committee

- Identifies recruitment sources to assure a diverse applicant pool.
- Becomes familiar with the job requirements.
- Devises evaluation criteria and formulates those criteria in writing.
- Devises operating procedures such as voting.
- Reviews resumes to determine those that meet job requirements.
- Identifies and screens applicants to assess their ability to carry out the duties and responsibilities of the position.
- Recommends to the hiring official those candidates to be invited for campus interviews.
- Coordinates and arranges campus interviews.
- Organizes and participates in the interview of semi-finalists.
- Provides the hiring official an unranked list of finalists along with an assessment of their strengths and weaknesses.

Not all of these steps may apply to every search, but they constitute recognizable benchmarks in the search process, which can be tailored to meet the needs of individual searches.

Hiring officials and search committees retain documentation of the steps taken during the search process. For complete details about the search and selection process, please visit the Human Resources Department Web site at <http://www.stthomas.edu/hr/mgrtoolkit/files/searchSelProcedures.doc>