**Search Committee Charge Meeting | Sample Agenda**

**Search Committee Charge Meeting Agenda**(*Insert Position Title*)  
(*Insert Date*)  
(*Insert Time*)  
  
Attendees: (*Insert attendees first and last names*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time allotted** | **Topic** | **Purpose** | **Role** |
|  | **Welcome** | Thank members and recognize the value they bring to the search process | Hiring Authority |
|  | **Introductions** | * Name * Unit/Position | All participants |
|  | **Position Overview + Search Timeline** | Review position summary, preferred qualifications and competencies (KSAO’s) + proposed search timeline  Invite questions | Hiring Authority  All participants |
|  | **Establish Committee Expectations** | Considerations:   * Shared responsibility and participation, decision-making, confidentiality, managing disagreements, ensuring a fair and equitable process * Invite discussion/questions | Hiring Authority  All participants |
|  | **DEI + Unconscious Bias** | * Watch this LinkedIn Learning video on [**Implicit Bias**](https://www.linkedin.com/learning-login/share?account=76218298&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fbuilding-inclusive-work-communities%2Fimplicit-bias%3Ftrk%3Dshare_video_url%26shareId%3DPIsQLw7OQ1abklkq3MT2bw%253D%253D) prior to meeting– Share thoughts and takeaways | All participants |
|  | **Wrap-up** | Ask committee to do the following:   * Identify 3-5 contacts with their network who could be or refer potential candidates **OR** * Identify 3-5 recruitment strategies or sourcing channels * Invite final questions and discuss next steps | Hiring Authority and/or Search Chair  All participants |