**Search Committee Invitation | Template**

Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment by the Division of Student Affairs. Search committee members are often the first employees that a candidate will meet. It is important for both the candidate experience and success of the search that hiring authorities are intentional about who is asked to serve on the committee.

It is a best practice to ask each committee member to serve prior to the position posting. The sample invitation below can be adjusted to meet the needs of each search. *Note:* *The hiring authority may choose to invite members via phone call rather than email – If that is the case, use the template below to guide the conversation and/or to send the committee member a summary of their commitment following the call.*

**Sample Search Committee Invitation**

Subject: Request to Serve on Search Committee

(*Insert colleague’s name*):

I am reaching out to ask if you would serve on the Search Committee for the position of (*insert position title*) in (*insert unit*).

The position being recruited for plays an important role in our unit in that it (*insert short description of primary duties and impact*). I’ve attached the full description for more information. Each member of the Search Committee will play an important role in helping ensure a diverse and competitive applicant pool with the goal of hiring a qualified candidate.

I am asking you to serve because (*insert what perspective they would bring to the search committee*). Once we confirm committee members, we will look to schedule a charge meeting to discuss next steps and expectations.

To help determine if you can serve on this committee, here is what would be requested of you:

* Reach out to your professional and personal networks to promote the job and encourage individuals to apply or share the opportunity
* Take part in a charge meeting with the Search Committee (*approx. hours*)
* Screen applicants to determine first round candidates (*approx. hours*)
* Participate in Zoom interviews (*approx. hours*)
* Meet with search committee to debrief and make recommendations (*approx. hours*)
* (*Depending on search*) Meet with finalists on campus (or via Zoom) (*approx. hours*)

The timing of this recruitment would be from (*insert from when the charge meeting would be until when the selection is made*). Therefore, I am asking for a commitment of approximately (*insert hours*) from (*month*) until (*month*).

Please respond by (*insert date*) to let me know if you are able to be a part of this Search Committee. Your perspective would be a welcome addition to ensure a successful search.

Sincerely,  
(*Your name*)