

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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Shared responsibility and participation, decision-making, confidentiality, managing disagreements, ensuring a fair and equitable process • Invite discussion/questions 	Hiring Authority All participants
	Wrap-up	Ask committee to do the following: <ul style="list-style-type: none"> • 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