AG-476 (10/31/13)
Texas A&M AgriLife
Administrative Services – Human Resources

SEARCH COMMITTEE GUIDELINES*

(to be completed by the unit head or search committee chair)

1. Identify Search Committee using *Form AG-475, Search Committee Identification Form*.

2. Draft position announcement based on approved position description.

3. Identify outlets for advertising.

   _____ _____
   _____ _____
   _____ _____

4. List additional recruiting efforts to be engaged in to ensure diversity. (Attach additional pages as necessary.)

   _____
   _____
   _____

5. Draft recruiting/interview timeline and itinerary.

6. Identify selection criteria based on approved position description. (Attach selection matrix or other document indicating selection criteria.)

7. Date that search committee received or is scheduled to receive training on effective recruiting for diversity:

   _____

8. Recruiting file assembled in accordance with the checklist at http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf

Signatures indicate the requirements outlined in System Regulation 33.99.01 and applicable agency procedures have been followed.

Submitted: _____ Date: _____
Search Committee Chair

Approved: _____ Date: _____
Unit Head

*This document is used in context with Agency Recruiting and Employment Procedures for All Positions.