



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. (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. Identify training for search committee members on effective recruiting or hiring practices and communicate or assign training. (Recommended: TrainTraq Course 2111264: Effective Hiring Practices).

Course Name: _____ Date for Training Completion: _____

8. Recruiting file assembled in accordance with the checklist on the Administrative Services Sharepoint Site at: [Administrative Services - checklists-recruiting.pdf - All Documents \(sharepoint.com\)](#)

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 and should be filed with Recruiting file of hired candidate once recruitment is complete.