Tips on Forming a Search Committee

Committee chairpersons should hold positions at the same level as or higher level than the vacant position.

The size of the committee should reflect the importance of the vacant position (the more important the position, the greater number of committee members).

Attempt to form a committee diverse in terms of gender and race.

Attempt to appoint as a committee member an individual who has performed or held the vacant position or a similar position.

Attempt to appoint as a committee member an individual who has supervised the vacant position or a similar position.

Appoint ex-officio members from the HR department.

Determine whether each appointee has sufficient time to devote to search committee duties.

Ensure that the committee possesses technical expertise sufficient to make astute comparisons among applicants.

Ensure the committee represents a variety of perspectives on the role and function of the vacant position.