

Search Committee  
Guidelines

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# Search Committee Guidelines

Community representatives  
Alumni  
Human Resources

## Roles of Search Committee Members, Hiring Authority, & Human Resources:

Below is a breakdown of the following roles associated with Search Committees:

Hiring Authority (not on the committee)  
Chairperson  
Committee Members

### Hiring Authority:

The role of the Hiring Authority in the search and screening process will be the following:

- Reviewing the position description, and development of criteria to enable the committee to review applications
- Completion of the position and posting requisition in PeopleAdmin
- Designating the committee chairperson and selecting committee members
- Provide requirements to the Chairperson in order to develop a grid outlining minimum qualifications and other criteria for the position
- Provide the chairperson and committee with its charge to serve in a fact finding and advisory capacity only
- Informing the committee and ensuring all University policies are followed to provide appropriate and equitable treatment of all applicants and materials
- Reviewing the submitted grid of applicants
- Identifying candidates for interview
- Performing finalist interviews
- Performing final reference checks on identified candidates. This task may be delegated to the committee Chairperson
- Identifying selected candidate, updating Workday applicant statuses, requesting background check and extending offer of employment
- Preparing all new hire paperwork and submit to Recruitment Services office

### Chairperson:

When selecting the Chairperson for a search committee it is important to consider the skills required and the demands on the individual's time. A successful chairperson will have demonstrated leadership skills, good communication and organization skills. The chairperson is responsible for keeping the search on track from inception to conclusion. He/She may be called upon to mediate varying points of view of other committee members. The chairperson will represent the University to the campus and community and will respond to requests for information about the search process. Most importantly a chairperson must have the time available to devote to the search and selection process.

The role of the Chairperson will be to:

- Inform and reinforce the committee members of their roles and responsibilities as advisors only

Ensure complian

## Search Committee Guidelines

Advise committee on the Americans with Disabilities Act (ADA) and other employment law as it pertains to recruitment. (Recruitment Services, EIC, and/or General Counsel)

Perform hiring reviews which include approval of requested starting salary and EOP approval of final candidate (Recruitment Services & EIC)

Initiate background check on selected candidate and notify hiring manager when complete (Recruitment Services)

Assist hiring department with preparation of required documentation to finalize the n compl



## Search Committee Guidelines

qualified individuals with disabilities. Reasonable accommodation will be provided in a timely and cost effective manner. Employment opportunities will not be denied because of the need to provide reasonable accommodations ([FAU ADA information](#)). Requests for accommodation should be referred to the Human Resources 561-297-3058.

### **Additional Resources:**

Please refer to the list of additional resources below to ensure compliance with Federal and state laws as well as University policies and procedures.

[Sunshine Law](#)

Public Records Request, contact Media Relations

[Human Resources Home Page](#)

[Hiring Center](#)

[Interview Resources](#)

[Office of Equal Opportunity Programs](#)

[Americans with Disabilities Act](#)

[Diversity at FAU](#)

For assistance or questions, please reach out to [empl@fau.edu](mailto:empl@fau.edu)