



Search Committee Guidelines

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Search Committee Guidelines

Introduction

This document is designed to assist hiring managers and search committees with their responsibilities and to ensure compliance with University policy and employment law as well as ensuring non-discriminatory practices in hiring.

In accordance with State of Florida Statutes, Florida Atlantic defines a search committee as an advisory group only. The search committee assists the hiring authority by gathering information and reviewing applications.

The search committee **does not**:

- develop selection criteria.
- select or reject applicants.
- rank applicants or make hiring decision recommendations.

Rather, the search committee presents the qualifications to the hiring manager in a prescribed manner.

Search Committees:

Unless a search committee is waived in accordance with FAU Personnel policy, a search committee is required for all positions at the level of Assistant Director and above. The search committee members must be identified by the time the recruitment is processed. Hiring managers may wish to convene the search committee to assist in the development of the position description and posting requirements prior to recruitment.

Benefits of a search committee include:

- Supporting the University's goals to select the best applicant for each vacancy
- Demonstrating the University's commitment to building a culture of diversity and inclusiveness
- Ensuring applicants are evaluated fairly, based on the same set of criteria

Developing a Search Committee:

It is recommended that a search committee be comprised of a minimum of three (3) to a recommended maximum of five (5) members. Limiting the committee size makes it easier to schedule meetings and coordinate efforts. Members should be of an appropriate professional level commensurate with the recruited position.

The following are some criteria to consider when selecting committee members:

- Composition of the committee members with regard to diversity
- Availability of members to attend all committee meetings
- Level of experience and knowledge of the committee member relevant to the vacant position
- Representation of appropriate constituencies by selecting from the following areas, as relevant:
 - Other departments
 - Students
 - Support Staff



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- 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 to the hiring authority



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- Ensure compliance with University policy, employment law and ensure non-discriminatory practices in hiring
- Publish and update committee meeting calendar
- Provide information to the committee members regarding posted requirements of the position
- Provide leadership to committee members during review of applications and completion of pool grid
- Present the completed grid of the applicant pool to the hiring manager
- Assist hiring authority and committee members in the development of appropriate interview questions (Interviewing Resources)
- Coordinate interview appointments with the hiring authority
- Perform reference checks on candidates as directed by the Hiring Authority

Search Committee Members:

The role of committee is strictly advisory and will operate under the direction of the hiring authority.

The committee will:

- Assist by reviewing the application materials submitted by all applicants
- Prepare interview questions with assistance of the Chairperson (Interviewing Resources)
- Conduct interviews of applicants with the assistance of the Chairperson and under the direction of the Hiring Authority
- Upon completion of all interviews update the applicant grid for the Chairperson/Hiring Authority, indicating each applicant’s competencies in such areas as job-related experience and skills. The Hiring Authority is solely responsible for identifying the finalist(s) and finalizing the hiring decision
- Assist the chairperson by compiling a grid of all applicants including their qualifications and other criteria as defined by the hiring authority

Candidate Name:	Degree Info	Relevant Experience	Technical Skills	Organizational Skills	Notes:

Human Resources:

The role of Human Resources will be the following:

- Assist the hiring manager in developing the appropriate position description (Class and Comp)
- Review posting summary and qualifications for posting (Recruitment Services)
- Place outside advertisement when requested (Recruitment Services)
- Review submitted application documentation for qualifications (Recruitment Services)
- Assist applicants during the posting period (Recruitment Services)
- Release final pool to hiring manager (Recruitment Services)
- Attend initial committee meetings to assist members in proper practices and the development of appropriate questions. Attend future meetings as requested. (Human Resources, EIC, and/or General Counsel)



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- 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 hiring process
- Notify non-selected applicants of completion of hiring process
- Process hiring paperwork and notify applicant of New Hire Orientation

Selection of a Final Candidate:

After a final candidate is identified, the hiring manager or designee must complete reference checks, change all of the applicant statuses and request a hiring review in Workday. At this stage HR will approve the proposed starting salary and Equity, Inclusion, and Compliance Office will review the candidate selection. If approved, the Recruiting Partner will be notified via a To Do in Workday.

The hiring manager makes a verbal offer of employment contingent upon a satisfactory background check. When the applicant accepts, the Recruiting Partner requests the appropriate background check via Workday. Recruitment Services will initiate the background check. Once approved, the Recruiting Partner will be notified via a To Do in Workday. This To Do will provide instructions on completing the offer letter and hiring the candidate.

All hires must be finalized no later than Wednesday at 5:00 p.m. prior to the desired Monday start date of the new employee

Confidentiality:

Participating search committee members must accept the responsibility to refrain from discussing any candidate's name or status in the applicant pool. Committee members should not engage in conversation with any non-committee individual within or outside the University regarding applicants or committee activities. Requests for information should be referred to the committee Chairperson to be handled in accordance with FAU's Public Records Request process.

American with Disabilities Act:

Florida Atlantic University is an Equal Opportunity/Equal Access Institution. It is the policy of Florida Atlantic University to comply with the American with Disabilities Act in every phase of the employment process. The University will extend reasonable accommodation, if requested, to qualified candidates with disabilities who are applicants for employment in order to allow the individuals equal access to the University's application, interviewing and selection process. Applicants are not required to note the presence of a disability on their application. However, any applicant who requires reasonable accommodation in the application and/or interview process due to disability must make the request at least five (5) working days prior to the time the accommodation is needed. Accordingly hiring officials and search committees will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations to afford equal employment opportunities to



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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