

Date: BLANK

TO: Name - Title

FROM: Name - Title

RE: Search Advisory Committee for the position of BLANK

Dear Colleagues,

Thank you for agreeing to serve on the search committee for the position of BLANK. I will serve as the Hiring Manager and BLANK (if different than HM) will be Chair of the committee. I appreciate your willingness to serve in this important capacity.

The charge to this committee is as follows:

- Review applicants and conduct initial screenings based on the qualifications and competencies detailed in the position listing
- Together we will select the top applicants and invite them to interview with us via zoom or in person
- Complete interview notes, scoring matrices and necessary Recruitment Document Suite materials
- Possibly participate in 2nd round of interviews via zoom or in person
- At the conclusions of the interview process, you will determine the top finalists citing the strengths and weaknesses of each based on the position's criteria and then forward those to me

The Initial Review Date for this job posting is BLANK. A meeting will be scheduled soon to review the job description and Qualification Assessment Plan. I will also answer any questions you may have as we begin this process.

Thank you, again, for your willingness to accept this responsibility. We look forward to working with all of you.

Sincerely, BLANK