

Staff Search Committee Plan

Initialization

Decide on committee members (5-7 members)

- Recommend an [HR Rep](#)/Culture Champion/DEI, [SAC](#), or [Work-Life Committee](#) Member

HR Rep & Manager

Invite members to join

Manager

Finalize members and coordinate first meeting

Manager

Scoping

Decide on Committee Chair – Recommend Hiring Manager.

Committee Members - Vote

Establish and schedule frequency of meeting - Recommend weekly/biweekly

Committee Chair

Refresher on best hiring practices:

- Eliminate biases
- Best interview techniques
- Key Factors for Success
- Avoid “Ranking”
- Etc.

HR Rep

Committee shares posting among their social/LinkedIn networks

Committee Members

Prescreen and Interview	
Filter candidates – reduce to approximately 5-7 applicable candidates	Committee Members
Compensation check	HR Rep
Pre-screen interviews	Committee Chair
Formal interviews of remaining candidates - Confirm questions each member will ask so the candidate is not just being asked the same question by multiple interviewers. - Everyone should have a different focus: Technical skills, culture, etc. - Interview in pairs, but try not to do panels unless necessary.	Committee Members
Hiring	
Select Finalists	Committee Members – Vote
Reference Check – Notify candidates and initiate	Manager
Select Candidate to Hire	Reference next steps in Staff Hiring Process Steps/Checklist