Role and Responsibilities of the Search Committee Chair:

The primary responsibility of the Search Committee Chair is to organize the search process from start to finish. They are to maintain a consistent and efficient search as well as ensure the best qualified candidates receive consideration for the position.

□ Works closely with the hiring manager throughout the recruitment and selection process.
Provide regular status reports to the hiring manager on search committee activities as well as committee recommendations.
□ Consult with the Human Resources Specialist and Affirmative Action Officer to review the search process and seek guidance as appropriate.
☐ Maintain all records associated with the search process.
□ Schedules and leads all search committee meetings.
$\hfill\Box$ Guides the committee in developing and implementing a search plan and oversees the professional and timely operation of the committee.
$\hfill\Box$ Provides committee members with information and materials needed to conduct an effective search.
$\hfill\Box$ Act as a liaison between search committee members and candidates. This includes the coordination and scheduling of interviews via telephone and/or on campus.
$\hfill\Box$ Maintain the confidentiality of the committee proceedings, identity of the candidates, and all communications with the candidates.
□ Ensure all final candidates complete the consent form for background checking and then forward the form to the Human Resources Specialist.
□ Complete all required portions as it relates to the search in the Online Employment System.
$\hfill\Box$ Collect all records from committee members and forward to the Human Resources Specialist to retain in the search file.
□ Notify all applicants that did not move forward throughout the process of the search. After each step in the process, status the applicants and notify them via written correspondence.