



Search Committee Chair Assurance Form

Chair Name:

Position:

Hiring Manager:

Date:

Initial to Confirm Each Activity is Complete	Point Person

The Search Committee Chair convenes the committee and establishes a calendar for meetings, sets

Interview Process:		
	Search Committee Chair moves candidates to be interviewed into 'Interview' folder. Use email template in Interview Exchange to contact candidates and schedule interviews. Do not use Bristol email to communicate with candidates. If required by job posting, provide presentation/teaching demo prompt. Provide Zoom links for virtual interviews to committee members and candidates. If candidate withdraws, move to Withdrawn folder in Interview Exchange. Best practice: Allow candidates 35 business days' notice when scheduling interviews.	Chair
	Search Committee develops behavioral, job-related interview questions to ask of all candidates and keeps questions confidential. Equity Representative ensures appropriate diversity-related question is included.	All Committee Members
	Search Committee Chair uses interview questions to create an Interview Assessment Form, on which to rate interview answers objectively. The rating scale must be completed for each question.	Chair
	Conduct first round interviews using prepared questions and Interview Assessment Form.	All Committee Members
Post-Interview:		
	After completion of first round interviews, deliberate and recommend finalists (ideally three) to the Hiring Manager. Equity Representative ensures only appropriate information is considered when assessing the candidates. Search Committee Chair submits finalist names (alphabetized; not in rank order) and assessment forms for finalists to the Hiring Manager. Move finalists to appropriate folder in Interview Exchange.	All Committee Members
	All search documentation is turned into the Search Committee Chair submission to and retention by HR within 72 hours of completion of the first round interviews. It is recommended that this is done electronically (via OneDrive).	All Committee Members
	Ensure equal employment opportunities and affirmative action guidelines are followed throughout entire process.	Chair & Equity Representative

Search Committee Chair & Equity Representative Signatory Form

The undersigned agree that all of the above guidelines were followed during the candidate selection process for this position.

Search Committee Chair Name

Signature

Date

Equity Representative Name

Signature

Date

Please return to Human Resources at completion of search.