

## **Search Committee Resources:**

### **Charge Letter**

Use the Charge Letter and discussions with the hiring manager to identify pertinent information

- What are the job responsibilities
- What are the knowledge and skill requirements
- What are the minimum and preferred qualifications
- What is the search timeline
- What are the process requirements as they relate to job posting development, recruitment, evaluation steps and evaluation criteria, stages in which the hiring manager receives information for approval, and final recommendations requirements.

### **Search Committee Training**

- Search Committee members must have completed training for search committee members within two (2) years of their service in the search process.
- The training can be accessed on Blackboard. Use this version of training to receive credit and your certificate.
- Go to Search Committee Training on Blackboard.

### **Inclusive Hiring Toolkit**

This Inclusive Hiring Toolkit provides a number of best practices to ensure a more inclusive search process.

### **Equity Consultants**

Equity Consultants can help with effective use of the toolkit as well as additional resources as needed.