

## Guidelines for Creating a Search Committee

**A search committee is required for all full-time and part-time searches.**

**For temporary and occasional (OC) searches, a search committee is optional. For these roles, at least two people should review applications and conduct interviews.**

**Search Committee Composition** - The search committee's role is to assist the hiring manager in the selection and interview process, to bring different perspectives, and to mitigate bias within the hiring process. The search team should consist of diverse members across campus, including members from the department of the open position and stakeholders who are affected by the position. Each member must be present at all stages of the hiring process. If they are unable to attend meetings and both interviews, please consider selecting another person.

Below are some recommendations for selecting a committee size based on the level of responsibility for the position. Note: Another department can still be within the same division.

<b>Levels of Responsibility</b>	<b>Individual Contributor (IC)</b>	<b>Manager of Others</b>	<b>Manager of Managers</b>
<b>RECOMMENDED COMMITTEE SIZE</b>	<b>1-2</b>	<b>4-5</b>	<b>4-5*</b>
<b>DESIRED COMMITTEE MEMBERS</b>	<ol style="list-style-type: none"> <li>1. Hiring Manager/Chair</li> <li>2. A stakeholder of the position from another department</li> <li>3. A stakeholder of the position from another department</li> </ol>	<ol style="list-style-type: none"> <li>1. Hiring Manager/Chair</li> <li>2. Member in open position's department</li> <li>3. A stakeholder of the position from another department</li> <li>4. A stakeholder of the position from another department</li> <li>5. A stakeholder of the position from another department</li> </ol>	<ol style="list-style-type: none"> <li>1. Hiring Manager/Chair</li> <li>2. Member in open position's department</li> <li>3. A stakeholder of the position from another department</li> <li>4. A stakeholder of the position from another department</li> <li>5. A stakeholder of the position from another department</li> </ol> <p><i>* It is highly recommended that the Vice President of the division participate in at least one stage of the interview process.</i></p>

It's advised not to have more than 5 committee members as it can be difficult to have effective conversations and coordinate schedules. Please reach out to **Human Resources** at [HR@ColoradoCollege.edu](mailto:HR@ColoradoCollege.edu) if you need any support in putting together a search team.