Search Committee Meeting Minutes (Recommendation/Final) - TEMPLATE

The following provides an overview of the content that should be included in search committee meeting minutes. While the search process for each position, college/department, and committee will differ, ALL meeting minutes should contain these common elements, including (meeting logistics, meeting process, and meeting closing).

This template is intended to provide general language and structure that can be referenced in composing minutes for the regular meeting.

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**MEETING LOGISTICS**

**Search Committee Meeting Minutes (Recommendation/Final)**

**Meeting Date, Time, and Location**
(if conducted virtually, state meeting conducted via the appropriate virtual platform (i.e., Zoom, Teams, etc.) in lieu of listing a location)

**Position Title / Department Name / Requisition Number(s)**

**Search Committee Attendees:** List names of search committee members, identifying role if other than a committee member (i.e. Search Chair and Co-Chair, if applicable)

**Other Attendees:** List names of other attendees identifying role (i.e., Search Assistant, the search administrative support, the Human Resources representative, hiring official, or any other special guest)

Meeting called to order at____________________.

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**MEETING PROCESS**

**Review and Approval of Prior Meeting’s Minutes:**
Document the search committee’s review and approval of the meeting minutes; note any agreed upon edits.

**Recommendations to Hiring Officials:**
Meeting minutes must include:
- A summary of the committee’s discussion of the interviews.
- The committee’s decision on candidates who are acceptable for hire and, therefore, may be advanced to the hiring official for consideration.
- NOTE ON HOW TO DOCUMENT COMMITTEE RECOMMENDATIONS: Acting in an advisory capacity to the hiring official and per their charge, the committee recommends candidates who they have assessed as being acceptable for hire. The committee does not recommend who should receive an employment offer. The minutes should state the names of the candidates who are acceptable for hire.

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**MEETING CLOSING**

**Meeting Closing:**
Meeting minutes must include:
- Meeting adjourned