Search Committee Meeting Minutes - 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
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, 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.

Screening Criteria:
Meeting minutes should reflect the specific criteria used by the search committee for each screening round.

- Document the following related to screening criteria:
  - The committee’s discussion related to the committee’s review of the job posting minimum and preferred criteria.
  - The committee’s final agreement on the screening criteria for each applicant screening round; list the screening criteria as follows:
    - Round One Minimum Requirements – This should match the posted minimum requirements exactly.
    - Subsequent Round(s) Preferred Criteria - This should match the posted preferred criteria. However, the committee may prioritize and/or group each criterion as needed.

Applicant Screening:
Meeting minutes must include:
- The total number of applicants reviewed by the committee during the meeting.
- The names of the applicants who are advanced after each screening round.
- The names of applicants who are not advanced should not be documented in the meeting minutes.
• **REMINDER:** After the committee has identified candidates they want to consider for preliminary interviews, they must obtain *OIE Approval of Candidate Pool Evaluation Form prior to scheduling preliminary Interviews.* This form is completed by the Search Assistant in collaboration with the search committee during the applicant screening process.

• **NOTE:** Document any conflict of interest or right of inclusion brought forward and resolved.

**Interviews:**
*Meeting minutes must include the committee’s decisions regarding:*
- The interview process.
- The interview questions for each round.
- The interview schedule and itinerary for each candidate. Include a list of the interview dates and times for each applicant.
- A summary of the committee’s discussion of each candidate’s interviews.

**MEETING CLOSING**

**Meeting Closing:**
*Meeting minutes must include:*
- Next meeting date/time.
- Meeting adjourned