### TEMPLATE for Search Committee Meeting Minutes

The following is a general guide to content that should be included in search committee meeting minutes. We recognize that search process for each position, college, and committee will differ. The purpose of this document is to provide general language and structure that can be referenced in composing meeting minutes.

**Search Committee Meeting Minutes**  
**Meeting Date / Meeting Time / Meeting Location**  
**Position Title / Department Name / Position Number(s)**

Search Committee Attendees: *List names of search committee members, indicating by title the Search Committee Chair and Co-Chair, if applicable*

Other Attendees: *List names of other attendees, indicating by title the Search Manager, the search administrative support, the Human Resources representative, and any other special guests such as the hiring official, the Office of Institutional Equity representative, or any other special guest*

Meeting called to order at_______________.

**DESCRIPTION OF ACTIONS TAKEN DURING MEETING. EXAMPLES INCLUDE:**

**The Charge:**
- *Insert name and title* provided the charge for search committee and answered their questions regarding the search.

**Screening Criteria:**
- The committee reviewed the job posting and determined the screening criteria for the ______ round(s) of the search.

- The committee determined that the screening criteria for round _______ of the search would be *(list the screening criteria):*

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

- Round One Criteria: A doctorate in _________________ from an accredited institution. Applicants must have a research focus in designated specialty.

**Applicant Screening:**
- Applicants were reviewed for round one criteria and the following applicants were advanced *(list the applicants):*

**NOTE: Meeting minutes should reflect the names of the applicants who are advanced after each screening round by the search committee; names of applicants who are not advanced do not need to be documented in the meeting minutes.**
The following applicants will participate in interviews with the search committee (list the applicant names):

Interviews:
- The search committee decided on the following interview questions.
- The committee discussed and agreed on an interview schedule and itinerary. Interviews were conducted by the search committee for the following applicants on the dates and times indicated as follows (list the dates / times/ applicant names).

Recommendations to Hiring Officials:
- The committee discussed interview outcomes. Based on this discussion, the committee decided to advance the following applicants (list their names) to the hiring official. The committee included a listing of each candidate’s strengths and areas that may require support.

Procedural Inclusions:
- Conflict of Interest. Should a search committee member bring forward a conflict of interest regarding a candidate, this should be documented in the meeting minutes. The minutes should reflect the name of the search committee member and identified candidate. The minutes should also include the conflict of interest resolution (which is generally that the search committee member recuses themself from discussions involving the candidate and voting on the candidate).
- Right of Inclusion. Should a search committee member exercise the Right of Inclusion (or Motion to Reconsider) for a candidate, this should be documented in the meeting minutes. The minutes should reflect the name of the search committee member and identified candidate. The minutes should also reflect the outcome of the re-vote for the candidate.
- All requests for waivers for proceeding with the screening process when not meeting diversity pool guidelines (a diverse applicant pool is considered including both genders and at least two racial/ethnic backgrounds after Round One screening), as well as for not having three on site finalists for interviews must be reviewed and approved by the Office of Institutional Equity.

If you have questions regarding search committee meeting minutes, please contact the Office of Institutional Equity’s Employment Equity Team at oie@ucf.edu or 407-823-1336.