



## **Chair of Search and Screen Committee Key Responsibilities**

- Participate in the initial “Charging” Meeting of the Search and Screen Committee with the hiring supervisor.
- Ensure that all voices on the committee are heard.
- Suggest additional recruitment strategies in cooperation with the supervisor.
- Ensure that the Search and Screen Committee understands all dimensions of the position.
- Respond to applicants and inquiries in a timely fashion.
- Work with the committee to review the screening criteria and voting protocol.
- Ensure equal and non-bias consideration of the candidates.
- Participate in the deliberations of selecting applicants to be advanced to the next step.
- Host interview sessions for prospective candidates in consultation with the supervisor.
- Provide the supervisor with an oral report of the finalist candidates.