**Position/Search Title**

**Sample Search Committee Meeting/Agenda**

**Date**

Location:

Time:

AGENDA

1. Welcome and Introductions Employee Relations & HR

1. Overview of Search Process Employee Relations & HR
2. Confidentiality Agreement Review Employee Relations & HR
3. Discussion of Candidates Search Committee
4. Review Candidate Interview Process Employee Relations & HR

1. Committee Discussion and Next Steps Employee Relations & HR

Materials:

Job Description

Interviewing and Search Best Practices

Draft Interview Questions