

Committee Charge Checklist

Search Committee and Interview Panel Charge Checklist

The following checklist outlines the key responsibilities and best practices for Search Committee and Interview Panel members. This ensures a fair, equitable search process, lawful interview practices, and adherence to UMB's hiring policies.

Responsibilities of Search Committee and Interview Panel Members

☐ **Understand Roles and Expectations:**

Ensure clarity on the specific roles of each committee or panel member throughout the recruitment process. Understand your involvement in developing job descriptions, screening candidates, conducting interviews, and making recommendations.

☐ **Adhere to UMB Hiring Policy:**

Be familiar with UMB's recruitment and hiring policies. Ensure all actions align with the university's commitment to diversity, equity, and inclusion in the hiring process.

☐ **Maintain Confidentiality:**

Maintain strict confidentiality about the candidates and the hiring process. All discussions should remain within the committee/panel and the hiring manager, unless otherwise directed.

Fair and Equitable Search Process

☐ **Evaluate Candidates Based on Job-Related Criteria:**

Assess candidates based on the qualifications, experience, skills, and knowledge relevant to the position. Use consistent criteria to evaluate each candidate.

☐ **Avoid Bias and Discrimination:**

Be mindful of unconscious biases and avoid discriminatory practices in the evaluation process. Focus solely on the candidate's qualifications and ability to perform the job.

☐ **Fair Treatment for All Candidates:**

Treat all candidates equally and fairly. Ensure that everyone is given the same opportunity to present their qualifications and demonstrate their suitability for the role.

Candidate Evaluation and Rating

☐ **Develop an Objective Evaluation System:**

Use a rubric or structured rating system to evaluate candidates objectively. Evaluate candidates on key competencies, skills, experience, and qualifications that are essential to the role.

☐ **Rate Candidates Consistently:**

Apply the same evaluation criteria consistently across all candidates. Document your assessments and provide feedback based on objective and job-related factors.

☐ **Collaborative Review and Decision-Making:**

Discuss your evaluations with fellow committee or panel members to ensure that all perspectives are considered. Aim to reach a consensus, though the final decision rests with the hiring manager.

Lawful Interview Practices

☐ **Adhere to Legal Guidelines:**

Follow all applicable laws and regulations during the interview process. Do not ask questions that may violate Equal Employment Opportunity (EEO) laws or that are unrelated to the candidate's qualifications for the role.

☐ **Focus on Job-Related Questions:**

Ask candidates only job-related questions. Avoid personal, discriminatory, or irrelevant questions. Ensure that all candidates are asked similar questions to provide equal opportunities for responses.

☐ **Provide Reasonable Accommodations:**

Be prepared to provide reasonable accommodations for candidates with disabilities during the interview process, in accordance with the Americans with Disabilities Act (ADA).

Reminder of UMB Hiring Policy

☐ **UMB Commitment to Equal Opportunity:**

UMB is committed to providing an equal opportunity to all individuals regardless of race, color, national origin, sex, disability, or age. Ensure that you are upholding this commitment throughout the hiring process.

Best Practices for Interviewing

☐ **Prepare for the Interview:**

Review the candidate's resume, cover letter, and other relevant materials before the interview. Prepare thoughtful, open-ended questions that allow candidates to demonstrate their qualifications and experience.

☐ **Be Consistent:**

Use a structured format for the interview and ensure that all candidates are asked the same set of questions (or variations of the same questions) to ensure fairness and consistency in the interview process.

☐ **Listen Actively and Respectfully:**

Give each candidate ample time to respond to questions. Listen actively, refrain from interrupting, and ask follow-up questions when needed to clarify responses.

☐ **Document Interview Responses:**

Take notes during the interview to accurately document each candidate's responses. These notes will help with evaluating candidates and provide a record for future reference.

☐ **Maintain a Professional and Welcoming Environment:**

Create a respectful, welcoming atmosphere for candidates. Remember that the interview process is a two-way conversation, and candidates are also evaluating UMB as a potential employer.

Final Recommendations

☐ **Collaborate on Recommendations:**

Once all interviews have been conducted, meet as a committee or panel to discuss and compare your evaluations of each candidate. Reach a consensus on who should move forward in the process.

☐ **Make Clear, Justifiable Recommendations:**

Provide the hiring manager with clear, well-documented recommendations based on your evaluation. Ensure that your feedback is constructive, based on facts, and aligned with the job criteria.

☐ **Respect the Final Decision:**

Understand that while your recommendations are important, the final hiring decision lies with the hiring manager. Ensure that your feedback is presented respectfully and professionally, regardless of the outcome.

By adhering to this checklist, you will contribute to a fair and effective recruitment process that helps to ensure UMB attracts and hires the best candidates for every role.

Signature: _____ Date of Review: _____