

Search Committee Roles - Quick Guide

Role	Responsibilities	PageUp Access
Hiring Supervisor	<ul style="list-style-type: none"> -Host charge meeting -Hold on-campus interviews with final candidates -Make final hiring decision -Complete offer card in PageUp -Extend verbal offer to candidate (after offer card approved) -Notify recruitment team of accepted verbal offer 	<p>Can view the job requisition, applicants, and offer card at any point in time.</p> <p>Can view and manage the new hire's onboarding task list.</p>
Search Chair	<ul style="list-style-type: none"> -Attend charge meeting -Ensure search is conducted in a legal and ethical manner -Responsible for all actions & decisions made by the committee -Answer all inquiries related to the search -Coordinate charge meeting with hiring supervisor -Ensure diverse pool of candidates -Ensure committee members/search assistant are carrying out their assigned duties -Participate as a committee member -Notify hiring supervisor of committee's final recommendation 	<p>Can view the job requisition and applicants during the search.</p>
Search Assistant	<ul style="list-style-type: none"> -Attend charge meeting -PageUp administrative support (enter PD/job requisition, move candidate statuses, upload documentation, etc.) -Send in open meeting notices -Take notes at committee meetings -Can participate as a committee member (not required) 	<p>Can view the job requisition and applicants during the search.</p>
Committee Member	<ul style="list-style-type: none"> -Attend charge meeting -<i>Individually</i> tier candidates within PageUp -Attend committee meetings -Participate in phone/on-campus interviews -Vote to recommend candidate(s) for hire 	<p>Can view applications and the tiering function during the initial applicant material review; access is lost once the search moves to compliance review.</p>

All committee members are required to attend a mandatory search and screen training session for each search they serve on