

## Choosing the Right Search and Interview Panel

Thoughtful choice of your search committee will greatly increase the effectiveness of your selection process and the overall positive perception of PSU as an employer.

An *ideal* search committee will include:

- ❑ 3-5 committee members, including the search chair & search coordinator
- ❑ members differing in ethnicity, age, gender, and varying working relationships to the position
- ❑ at least one external "client" or "customer" of the position

Make sure you clearly define the role, involvement, or influence of search committee members or secondary groups and your expectations of their involvement.

Many search committees narrow their applicant pool to the final 2 or 3 and then involve other secondary groups at the finalist phase for second interviews or presentations. For example: if there is a presentation portion in the finalist interviews you may choose to have student groups or faculty members attend.

Additional involvement may be appropriate from subordinate or peer groups/positions, campus networks, funding agencies, or other department representatives on campus.

**HR TIP:** *It is helpful to know that not all members of the search committee need to be involved in every step of the search process. It is a good idea to have members commit to conducting their portion for ALL candidates who have reached that stage of the recruitment process in order to give each candidate the same experience and opportunity. Splitting the responsibilities to smaller groupings of search committee members can also greatly reduce the timeline for your search.*

*Ex: 2 members may screen all the applications  
3 members perform the telephone interviews  
All members are present for the onsite interviews.*

**Try this to increase your employee retention rates:** *The search committee has a natural secondary role as the welcome committee (hospitality committee?) to the successful candidate. They are the first link a candidate has to Portland State University and the community. Consider inviting the new employee to coffee, introducing them at campus functions, or telling them about community connections they may be interested in.*