

# Search Advocate Phase 1: Building a Search Committee

One simple and practical step we can take in building equity into our hiring practices is to utilize a cross-functional hiring committee. Below are a few basic guidelines to help ensure unconscious biases are minimized during the hiring process.

When you consider a diverse committee, please remember diversity includes a wide range of cultural and identity factors, including: race, religion, sexual orientation/identity, ability/disabilities, ethnicity, socioeconomic status, geographic location, gender identity and expression, and more.

- ❑ Ensure each committee member has participated in the Unconscious Bias & Hiring training from Human Resources and the Office of Workplace Learning.
- ❑ Ideal size of committee: 4 to 6 people, depending on position
  - *Choosing size and members is dependent on what is necessary to ensure the committee is representative of the organization and position's interests while simultaneously minimizing the time and resources needed to fill a position.*
  - *Hiring committees should represent a variety of characteristics and people, including not only people from often overlooked and underrepresented groups, but also staff members from other departments.*
- ❑ Choose two members to be area experts who represent the content and competency for the position being hired.
- ❑ *When possible/appropriate:* Choose two members who complement the area experts, particularly those who would partner with the department, provide another perspective on the same discipline, or a person whom the position would regularly interact with outside the department (i.e. when searching for a Human Resource position, perhaps bring in a person from Payroll and the AA/EEO office).