

STAFF RECRUITMENT SEARCH COMMITTEE CHAIR REPORTING FORM

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The University of Maryland, Baltimore (UMB) is committed to cultivating a diverse and inclusive workforce and is proud to be an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard race, color, religion, age, ancestry or national origin, sex, pregnancy or related conditions, sexual orientation, gender identity or expression, genetic information, physical or mental disability, marital status, protected veteran's status, or any other legally protected classification.

SEARCH COMMITTEE REQUIREMENT

Search committees are formed for senior-level, university-wide, or highly specialized roles that require a thorough evaluation. See [UMB Policy on the Recruitment and Selection of Staff Employees](#)

Composed of individuals with diverse backgrounds and expertise, these committees ensure a fair, balanced, and objective selection process. Typically, a search committee consists of three to nine members, convened by the hiring manager or their designee and includes UMB employees with relevant knowledge of the position.

The search committee is required to complete training on the search process. This includes reviewing and agreeing to adhere to the Staff Recruitment and Interviewing Best Practices document and Committee Charge Checklist.

The committee is responsible for assessing candidate qualifications through interviews, determining the final candidate or when applicable, which candidate(s) should be moved forward to for further consideration.

SEARCH COMMITTEE CHAIR RESPONSIBILITIES

The Chair is responsible for ensuring a legally compliant search which includes

1. Ensuring that all search committee members receive appropriate training on the search process, have read and will adhere to the Staff Recruitment and Interviewing Best Practices document and that all members complete the [Committee Charge Checklist](#).
2. Maintaining compliance with UMB recruitment policies and procedures.
3. Guiding the committee in developing and conducting the interviews, including selection of the best qualified applicant(s).
4. Ensuring timely communications with candidates and the search committee members.
5. Maintaining the confidentiality of committee deliberations, communications with and identity of candidates.
6. Ensure that all recruitment materials are collected and retained securely by the hiring department. Seek guidance from your HR representative with any questions you may have.

SEARCH COMMITTEE REPORTING

All selected candidates must have a completed application in Taleo. Once the search process is completed, candidates who are not selected, must receive a disposition code in Taleo. This form is to be included in the recruitment file. All recruitment files should be purged three (3) years after the selected candidate starts their employment.

Position _____

Selected candidate _____

Taleo Requisition Number _____ School _____

Department _____

	Name
Chair	
Member	
Member	
Member	
Member	
Member	
Member	
Member	

SEARCH COMMITTEE CHAIR ACKNOWLEDGEMENT OF RESPONSIBILITY

As Search Committee Chair, I confirm that I have fulfilled my responsibilities to the best of my ability and managed a fair search process for the above-named position. I held the committee members to the highest level of professionalism, compliance, and confidentiality in accordance with UMB policies, guidelines and state and federal laws.

Search Committee Chair Signature

Date