

## **Search Committee Guidelines for Interaction**

1. We will agree on how we will make decisions before various stages of our work.
2. We will agree on whether or not, and how, to prioritize job qualifications (as stipulated by the hiring authority or other stakeholders, including committee members).
3. Before we begin to discuss applicants, we will reach consensus on how qualifications will be weighted.
4. We will consistently apply the same decision-making criteria for all applicants.
5. We will justify our decisions about whether or not to advance an applicant based on qualifications and decision-making criteria.
6. We will not expect members of underrepresented groups to be solely responsible for identifying candidates who will help to enhance diversity. Rather, each committee member will work toward that goal.
7. We will try to avoid unconscious biases. If we perceive that they are occurring, we will discuss them.
8. We will present and consider objective and concrete information, not hearsay or unfair assumptions -- about job candidates.
9. We will guarantee strict confidentiality regarding job candidates and the committee's procedures and discussions.
10. All members will work together so that each member has access to more or less equal "air time" during committee deliberations.