

SEARCH COMMITTEE GUIDELINES FOR REGULAR STAFF HIRING: (**WARNING: If the guidelines are not met, this can result in a delay or rejection of a recommendation**)

Hiring Administrator selects 3 or 5 members for the Search Committee;
 if committee has 3 members, then at least 1 shall be from a different department or division; if committee has 5 members, then at least 2 shall be from different departments or divisions.

**It is highly recommended that committee members are selected from different divisions to ensure a more diverse search committee.*

No signatures required for this form
PROCEDURE:

The initiator (Supervisor/Hiring Manager) populates the form and **FORWARDS** it to HR_Staffing@southtexascollege.edu. (**Please include the Posting Number on the Subject line of the email**)

Posting Information (see instructions)

Posting No:		<i>Posting Number is required if the position is already posted to the web.</i>
Posting Title:		
<i>Exact title as listed in South Texas College applicant web site</i>		
Number of Positions for Hire:		

	Name	A Number	Email ID	
Supervisor/Hiring Manager				@southtexascollege.edu

Search Committee Information (see instructions)

Role	Name	A Number	Email ID		Job Title and Department
Committee Chair				@southtexascollege.edu	
Member 2				@southtexascollege.edu	
Member 3				@southtexascollege.edu	
Member 4				@southtexascollege.edu	
Member 5				@southtexascollege.edu	
Member 6				@southtexascollege.edu	
Member 7				@southtexascollege.edu	

Purpose of Form

This form is used to select, approve and allow the PeopleAdmin Administrator to give access to the search committee members of a position(s) posted to (advertised on) the web.

Instructions

Posting Information

Posting No:

This is the unique identifier provided for each posting by PeopleAdmin system.

Posting Title:

Title of the posting as displayed on the South Texas College website. The word "Staff - " is added to the title to differentiate from other types of employment.

Number of Positions for Hire:

Multiple identical positions can be merged and advertised into one posting. The default is one position per posting. If there are more than one positions please specify the quantity.

Search Committee Information

SEARCH COMMITTEE GUIDELINES (WARNING: If the guidelines are not met, this can result in a delay or rejection of a recommendation)

NOTE: Supervisor/Hiring Manager for PeopleAdmin Applicant Tracking System is the person the employee to be hired will report to. The hiring individual could be a Supervisor, Financial Manager, Director, Dean, Vice President, President, etc. (Do not take the title supervisor literally)

All employees accepting the role to participate in the hiring process, including each and every member of the search committees, shall recruit, promote, and transfer all persons on the basis of valid job- related criteria and without discrimination.

Supervisor/Hiring Manager selects members to serve on the Search Committee in accordance with the following guidelines:

Classified Positions:

- **Hiring Administrator selects 3 or 5 members for the Search Committee; if committee has 3 members, then at least 1 shall be from a different department or division; if committee has 5 members, then at least 2 shall be from a different departments or divisions.**
- **Hiring Administrator may serve as one of the members and/or Chair of the Committee or may designate the Chair from the committee membership.**

Professional/Technical Support Positions:

- **Hiring Administrator selects 3 or 5 members for the Search Committee; if committee has 3 members, then at least 1 shall be from a different department or division; if committee has 5 members, then at least 2 shall be from a different departments or divisions.**
- **Committee Chair must be selected from the Professional/Technical, Faculty or Administrative classification.**

Administrative Positions (Other than Dean or Executive Positions):

- **Appropriate Executive Officer of a division selects a minimum of 5 members for the Search Committee* with at least 2 members selected from different departments or divisions.**
- **The Search Committee Chair must be the appropriate Executive Officer.**

***The Appropriate Executive Officer or President will appoint a replacement in the event any committee member is a candidate.**