

Instructions for completing and submitting the Staff Search Committee Request form:

1. Complete the fields below to indicate the posting information and the list of search committee members.
2. Email the Staff Search Committee Request form to HR_Staffing@southtexascollege.edu.

For guidelines on forming search committees, please refer to the "Search Committee Guidelines" and "Building a Diverse Search Committee" sections of the [Staff Hiring Manual](#).

Not meeting the search committee guidelines may result in rejection or delay of the request.

Posting Information	
Posting Number	
Position Title	
Hiring Manager Name	

Search Committee Information				
Role	Name	Employee ID Number	Email ID (exclude @southtexascollege.edu)	Position Title and Department
Committee Chair				
Member 2				
Member 3				
Member 4				
Member 5				
Member 6				
Member 7				