

As a search committee member at UC San Diego (the university), I understand the ultimate success of our search process and the integrity of the university depend on searches being conducted in an impartial, ethical, and professional manner. I acknowledge that I understand and agree to abide by the following throughout, and after, my participation with this search.

Committee Charge

By signing below, I agree:

I will fully participate in all committee activities, including being on time and prepared for all meetings;

I will review with diligence all applicants/vita/resumes provided to me; and

I will listen to the opinions of other search committee members with respect and an open mind.

Confidentiality Statement

By signing below, I agree to:

- **Professional Conduct.** Conduct myself in a professional manner throughout the search, both with my interactions with other committee members, applicants, those who may participate in open forums, and anyone who may inquire about the search.
- **Confidentiality of Identity.** Permanently protect the identity of individuals who have expressed interest in applying for this position, including individual qualifications and merits, unless expressly directed otherwise by the search committee chair or University Human Resources.
- **Confidentiality of Committee Actions.** Maintain absolute confidentiality of the search committee's deliberations, both during the search process and after its completion. I understand that any breach of confidentiality could result in considerable damage to the reputations and/or livelihoods of the applicants, the search committee members and the university.
- **Communications.** Refrain from speaking on behalf of the search committee. I understand only the search committee chair, or their designee, is authorized to speak in this capacity. I will not contact applicants without approval of the search committee chair. If I am contacted by someone who wishes to discuss any confidential aspect of the search, I will refer them to the search committee chair.
- **Conflicts of Interest.** Promptly disclose to the search committee chair any real or potential conflict of interest between myself and any applicant. I understand if such a conflict arises, I may be precluded from continuing on the search committee.
- **Applicant Inquiries and Contact.** Refrain from independently conducting any type of background check or inquiry on an applicant including: conducting any type of online search of applicants and asking people who may know an applicant for information or opinions about the applicant. Refrain from accepting/reviewing additional materials, communications, or information from an applicant (or someone who knows the applicant) shared outside of the official vetting process.

I understand that I may be removed from the search committee if I breach any of these terms or fail to act in a professional manner. I also understand that should I be removed from the search committee, all terms of this statement remain applicable and binding.

Search Committee Member's Print/Signature

Today's Date

Search Committee Chair/Department Print/Signature

Date

Responsibilities of the Selection Committee Chairperson:

Provide Selection Committee with selection criteria.

Must attend all committee activities (Should there be conflicts in schedule of more than (2) activities, the HA may reassign Chair responsibilities.)

Ensure that the same procedure is followed for each candidate.

Escort the candidate into the room, introduce the panel, put the applicant at ease, explain the interview process, and ask the first question.

Ensure that no inappropriate questions are asked.

Inform the candidate of the time line for selecting a finalist and filling the position.

Keep to the time schedule.

Close the interview.

Make final recommendations to the hiring authority on behalf of the selection committee.

Responsibilities of the Selection Committee:

Must attend all committee activities (Any conflict in scheduling of more than (2) activities will result in dismissal and assignment of an alternate member.)

Screen the applications and make recommendations for interview if directed by the committee chairperson.

Help develop interview questions based on selection criteria.

Maintain absolute confidentiality of the selection process and do not discuss the process with anyone outside the interview process/selection committee unless directed by the committee chairperson.

Be mindful of legal guidelines pertaining to inappropriate questions.

Evaluate candidates during the interview and make recommendations to the committee chairperson or hiring authority regarding the most appropriate applicant.

Responsibilities of HR Analyst & Coordinator:

Hold recruitment planning meeting with Hiring Authority.

Facilitate the recruitment process from start to finish.

Provide logistical support for search committee.

Coordinate Search Committee meetings.

Provide interview materials (resumes, applications, reference materials)

Provide hiring salary recommendations.

Conduct new employee on boarding session.