# Choosing the Search Committee

Directions: Use the Overview below and the Search Committee Analysis that follows to select an effective search committee.

Overview

Your goal is to assemble a diverse set of committee members who have a good understanding of the special nature of the institution and the department and who understand the attributes and skill sets required to be successful as a committee member.

Search committees are evolving from representative-based to competency-based. Members of the search committee should be selected based on their talents and skills for identifying the right candidates, not on the constituency each committee member represents.

Consider the following competencies (adapted from the University of Mississippi Medical Center search committee model) to help determine who should be included:

* Can be objective
* Can be candid
* Can set aside political agendas
* Can handle conflict like an adult
* Can keep confidences
* Can adopt an institutional orientation
* Is a good judge of people
* Is a good listener and communicator
* Is a skilled interviewer
* Can be an institutional ambassador
* Is a good recruiter as well as selector
* Can compromise and build consensus

For department chair searches, consider the following rolesto help ensure a variety of perspectives are included on the search committee:

* Other department chairs
* Faculty members
* Hospital administrators
* Nurses
* Allied health professionals
* Medical residents and fellows
* Medical students
* Postdocs and graduate students
* Community members (both community physicians and laypeople)
* Other internal and external “customers” of the department
* Community physicians and system leaders

## Search Committee Analysis

Directions: Once you have potential committee members in mind, use the chart below to help you analyze the strength of the committee and to choose the people to invite to serve on it. Take a look at the diversity, the contributions that each member could make, and the overall balance of the team.

|  |  |  |  |
| --- | --- | --- | --- |
| Committee Member | Role | Perspective | Conflicts of Interest(Real or Perceived) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |