



# Kickoff Meeting Sample Agenda

This template provides options for you to engage the search and screen committee at the start of the process. You can select and adapt the agenda to meet the immediate needs of your committee members and process.

Time	Topic	Purpose
	<b>Welcome</b>	<ul style="list-style-type: none"> <li>● Thank members and recognize the critical role each committee member is playing in selecting a future colleague</li> <li>● Be enthusiastic about the collaborative work that you will all be doing together, and how each member will contribute to the success of the process</li> </ul>
	<b>Introductions</b>	<ul style="list-style-type: none"> <li>● Assume that committee members do not know each other</li> <li>● Facilitate introductions to help members become familiar with each other and get them engaged in initial discussion</li> <li>● Introductions <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Unit, Position</li> <li>○ Invite members to answer question: <i>What do you see as essential criteria or characteristics of a successful candidate?</i></li> </ul> </li> </ul>
	<b>Committee Meeting Intentions</b>	<ul style="list-style-type: none"> <li>● Speak to intentions for committee meetings and communication: <ul style="list-style-type: none"> <li>○ Agendas</li> <li>○ Minutes/Notes</li> <li>○ Management of Time</li> <li>○ Invitation for Contributions</li> <li>○ Anticipated time commitment and timeframe</li> </ul> </li> </ul>
	<b>Search and Screen Goals</b>	<ul style="list-style-type: none"> <li>● Engage in a discussion of goals for the search and use the agreed upon goals to begin discussion of hiring strategies <ul style="list-style-type: none"> <li>○ Summary of the information collected through your intake meeting with the hiring supervisor/manager</li> <li>○ Talent Pathway Goal and Racial Equity Goals</li> <li>○ Invite members to share goals they have in contributing to the process as a committee member</li> </ul> </li> </ul>
	<b>Established Committee Expectations</b>	<ul style="list-style-type: none"> <li>● Review Committee Expectations (ideally provided when inviting members to participate): <ul style="list-style-type: none"> <li>○ Invite members to submit needs/expectations in advance of first meeting or create time at first meeting for members to write needs/expectations on post-it notes – one per note <ul style="list-style-type: none"> <li>○ Ask them to consider: How will members be encouraged and empowered to challenge/question the process?</li> </ul> </li> <li>○ What questions, curiosities, or concerns do you have regarding the Committee Expectations</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>○ Ask members what additional needs they have in the process, and particularly in meetings and communication.</li> <li>○ Facilitate a large group discussion to establish mutually agreed upon expectations that the committee will function within. <ul style="list-style-type: none"> <li>○ Examples may address expectations around, attendance, decision-making, confidentiality, disagreements, shared responsibility, shared participation, accountability, ensuring that the process is fair and equitable</li> </ul> </li> </ul>
	<b>Role and Responsibilities of Committee Members</b>	<ul style="list-style-type: none"> <li>● Committee members are engaged when they have a clear understanding of what is expected of them throughout the process.</li> <li>● Ask committee members to consider how they will contribute to: <ul style="list-style-type: none"> <li>○ Review and input of job description and criteria for selection</li> <li>○ Marketing of the position</li> <li>○ Communication to individual networks</li> <li>○ Recruitment of candidates</li> <li>○ Development of evaluation criteria</li> <li>○ Evaluation of applicants</li> <li>○ Development of interview questions</li> <li>○ Hosting and interviewing of candidates</li> </ul> </li> <li>● Review recruitment policies and procedures <ul style="list-style-type: none"> <li>○ You may consider sending information or links to university/departmental recruitment policies and procedures in advance to, or following, the first committee meeting.</li> </ul> </li> </ul>
	<b>Criteria Development</b>	<ul style="list-style-type: none"> <li>● Review the job description</li> <li>● Provide draft criteria for reaction, input and feedback from committee <ul style="list-style-type: none"> <li>○ Update criteria as a committee</li> </ul> </li> <li>● Finalize criteria and use to create a screening rubric and interview questions/guides</li> </ul>
	<b>Wrap-up</b>	<ul style="list-style-type: none"> <li>● Ask committee members to do the following prior to the next meeting (or agreed upon timeline): <ul style="list-style-type: none"> <li>○ Identify 3-5 contacts with their network who could refer potential candidates</li> <li>○ Identify 3-5 recruitment strategies and/or sourcing channels that would yield qualified candidates</li> </ul> </li> <li>● Invite any questions</li> <li>● Confirm date, time, location for next meeting</li> </ul>

