

## **D O N ' T S**

1. Don't take serving on a search committee lightly, it is an important commitment, one that takes a good bit of time.
2. Don't use hearsay of others' perceptions of a candidate as criteria for elimination. You must be able to justify elimination of candidates using the job description as criteria.
3. Don't rely on memory as a means of documentation; it is not enough! Minutes and other materials, including forms, must be kept as documentation of the search process.
4. Don't allow one member of the search committee to make decisions for the entire committee; it should be a shared responsibility.