Goals:
This evidence-based workshop aims to help search committees run effective and efficient searches, recruit excellent and diverse applicants, conduct fair and thorough reviews of candidates, and successfully hire selected candidates for available positions.

Who should attend: Search committee chairs; Search committee members; Department chairs; Administrators assisting search committees.

Description:
Based on concepts of active learning, this workshop combines brief presentations with active discussions that encourage small groups of search committee chairs and members to learn from each other’s experiences and ideas. Topics discussed in the workshop include:

- Running an effective and efficient search committee
- Actively recruiting a highly qualified pool of candidates
- Raising awareness of unconscious assumptions and their influence on evaluation of candidates
- Ensuring a fair and thorough review of candidates
- Developing and implementing an effective interview process
- Successfully hiring selected candidates

Materials:
Workshop recipients will receive and utilize our guidebook, *Searching for Excellence and Diversity: A Guide for Faculty Search Committee Chairs*, and our brochure, *Reviewing Applicants: Research on Bias and Assumptions*.

Registration:
Registration is required. Please register for this workshop by following the link below: [https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.aspx?CK=43845](https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.aspx?CK=43845)
(Registration is through the Office of Human Resource Development. Your participation in this event will become part of your professional development record.)

Questions:
Please contact Eve Fine at efine@wisc.edu or 263-1196.