



Search Committee Facilitation Tools

After all candidate interviews are completed, the search committee meets to review information collected and determine individuals for next stage of the hiring process. The interview team summarizes each candidate's responses for the whole committee. If the interview was recorded (with permission), transcripts can be provided to members prior to the meeting. Two facilitation tools are useful for this process:

- **Question Chart** (flipchart paper) — As the interview team summarizes, write a sentence or two about each candidate's response to each interview question in a cell. The display allows the entire committee to compare candidate responses. The process requires committee members to focus on candidates' words rather than general impressions.
- **Fishbowl Conversation** — If teams of 2-3 interviewed candidates, have each subcommittee talk together summarizing candidate responses and deliberating the merits of each candidate while other committee members watch. After the interview team finishes, encourage the larger committee to ask clarifying questions and challenge individual impressions of candidates.

	Question 1	Question 2	Question 3	Question 4	Question #5
Candidate A					
Candidate B					
Candidate C					
Candidate D					
Candidate E					
Candidate F					
Candidate G					
Candidate H					
Candidate I					
Candidate J					
Candidate K					
Candidate L					
Candidate M					
Candidate N					
Candidate O					