**TEMPLATE**

**MEETING MINUTES**

**RECRUITMENT COMMITTEE MEETING**

**[POSITION TITLE] - [POSITION NUMBER]**

**[DATE] and [BUILDING, ROOM NUMBER**]

Present: **[LIST COMMITTEE MEMBER NAMES]**

Number of Guests: **XX**

Minutes prepared by **[NAME**].

**WELCOME AND INTRODUCTIONS**

Committee Chair **[NAME]** opened the meeting at **[TIME**]. The committee was informed that the meeting was being conducted under the Florida Sunshine Law, the meeting was open to the public and was noticed on the UWF Public Meetings webpage. Any guest wishing to make a 3-minute public comment must sign-in prior to the meeting.

Committee members introduced themselves. An information package was distributed. The package included a printed list of committee members, timeline, position description, position advertisement, advertising publications, Sunshine Recruitment Key Points. Information was also provided on the website hosting Sunshine Recruitment information and templates.

**HIRING OFFICAL CHARGE TO COMMITTEE** *(this step is optional)*

The Hiring Official, **[NAME]**, thanked committee members for serving. The charge was then presented to the committee.

**IMPORTANT POINTS – SUNSHINE RECRUITMENT**

The committee chair (or someone from Human Resources) **[NAME]** presented important points regarding Sunshine Recruitments.

**TIMELINE**

The committee chair **[NAME]** reviewed the proposed recruitment timelines.

**COMMITTEE MEMBER ASSIGNMENT**

Committee member **[NAME]** was selected/volunteered to record meeting minutes.

Committee member **[NAME]** was selected/volunteered to submit public notices for meetings and interviews.

**PROCESS AND PROCEDURES**

The committee discussed recruitment and meeting processes.

The meeting ended at **[TIME]**.

**sample**

**MEETING MINUTES**

**RECRUITMENT COMMITTEE MEETING**

**Director, Sponsored Research – Position #123410**

**June 22, 2015 – Building 12, Alumni Room**

Present: **John Smith, Mary Williams, Edward Wallace, James Roy, Robert Simard, and Linda Rodgers**

Number of Guests: **1**

Minutes prepared by **Judy Girard**

**WELCOME AND INTRODUCTIONS**

Committee Chair **John Smith** opened the meeting at **10:00 a.m.** The committee was informed that the meeting was being conducted under the Florida Sunshine Law, the meeting was open to the public and was noticed on the UWF Public Meetings webpage. Any guest wishing to make a 3-minute public comment must sign-in prior to the meeting.

Committee members introduced themselves. An information package was distributed. The package included a printed list of committee members, timeline, position description, position advertisement, advertising publications, Sunshine Recruitment Key Points. Information was also provided on the website hosting Sunshine Recruitment information and templates.

**HIRING OFFICAL CHARGE TO COMMITTEE** *(this step is optional)*

The Hiring Official, **Susan Ross**, thanked committee members for serving. The charge was then presented to the committee.

**IMPORTANT POINTS – SUNSHINE RECRUITMENT**

The committee chair **John Smith** presented important points regarding Sunshine Recruitments.

**TIMELINE**

The committee chair **John Smith** reviewed the proposed recruitment timelines.

**COMMITTEE MEMBER ASSIGNMENT**

Committee member **James Roy** was volunteered to record meeting minutes.

Committee member **Mary Williams** was volunteered to submit public notices for meetings and interviews.

**PROCESS AND PROCEDURES**

The committee discussed recruitment and meeting processes.

The meeting ended at **11:00 a.m.**