**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 in the @UWF Faculty and Staff Newsletter. 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 in the @UWF Faculty and Staff Newsletter. 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.**