



NARRATIVE SEARCH SUMMARY - SAMPLE

Date:

Search Committee: (List)

Position Title:

Department:

SELECTION PROCESS

Date:

Met with Human Resources to discuss the search

Date:

The Search Committee met to review the charge to the committee. The (Department Head/Area Vice President) indicated that the committee was to recommend 2-3 candidates for consideration along with a list of strengths and weaknesses of each candidate. The committee was given their Guest User Account for viewing applicant materials online. A list of minimum skills and ability was chosen for the committee to use when screening applications.

Date:

Since the position was posted for over ten days and after verifying the diversity of the pool of candidates with AA/EO officer, the position was closed. There were twenty-nine total applicants.

Date:

Using emails to communicate, the committee determined the list of interview questions. The search chair forwarded the list to the AA/EO officer for approval.

Date:

The committee reviewed applicants. In the meeting, it was decided that ten candidates be given further consideration. To narrow the list of candidates, the initial interviews were done by phone the week of __/__/__.

Date:

In a follow-up meeting the search committee discussed the first round phone interviews. Of the ten, six candidates were very good. However there were four candidates who exceeded qualifications regarding vision, goals, and experience. They were:

1. Candidate #1
2. Candidate #2
3. Candidate #3
4. Candidate #4

The committee pro's and con's, strengths/weaknesses of each candidate for future reference. The second round interviews were scheduled for the finalists. Interviews took place during the week of __/__/__.

CAMPUS INTERVIEWS

Date:

Candidate #1

_____ has worked at ____ for ____ years in several jobs. This knowledge of the university, working with various personnel throughout _____'s career and being a current employee made _____ a good candidate for this position. Concerns that were highlighted during the second round of interviews included: 1) limited experience managing staff, 2) limited (or inconsistent) success leading existing projects (delayed deliverables and missed deadlines), 3) difficulty leading groups and cultivating productive communications. The leadership and management responsibilities of this position were thought to be stretch based on candidate _____'s current performance.

Date:



Candidate #2, #3 & #4 (As above)

REFERENCE CHECKS

Candidate # 1, #2 and #4

It took one attempt to reach references for these three finalists. All responses were very positive and cooperative, and extremely favorable. It was obvious that the candidates were held in high regard.

Candidate # 3

It took several attempts to reach #3's references. During the conversations, two were hesitant to expand their answers and the third seemed disinterested but was cooperative in answering our questions.

RECOMMENDATION

After deliberating the interviews notes, rating forms, application materials and references the committee recommends Candidates #1 and #4. Both are very strong candidates. Should neither accept the position, the committee would recommend the position be re-advertised.