## SAMPLE ONLY

## Search Committee Summary

**XXXXX, 2014**

**Search Number XXXXX Position Number XXXX:**

**(Position Title)**

**Composition of the Search Committee by name & title:**

* Name Search Chair – XXXXXXX
* Name Title
* Name Title
* Name Title
* Name Search Secretary – XXXXXXX

**A brief narrative summary of the search process including key steps in the screening process and selection criteria:**

1. The process for evaluating the candidates consisted of an initial screening based on the key requirements of the position. Candidates were evaluated on whether they possessed the required professional degree, and experience necessary based on the criteria as stated in the vacancy announcement. Those who satisfactorily or marginally met requirements where then discussed by the Search Committee, and those who met the Committee’s approval where moved forward for campus interviews.
2. After evaluation by the Search Committee, 5 candidates were selected based on the match between their experiences and training when compared with the requirements stated on the vacancy announcement. The candidates were then contacted by phone for a telephone interview. Confirmations of phone interviews were then sent by email. Candidates that were not selected were not contacted.

The telephone interview process consisted of the following candidate selections interviewed on Wednesday, April 14, 2014:

* XXXXXXXXXX
* XXXXXXXXXX
* XXXXXXXXXX
* XXXXXXXXXX

Please note that 1 of the 5 candidates selected for telephone interviews withdrew from consideration before being interviewed: XXXXXXXXX.

Telephone interviews were attended by the Search Committee members indicated above. During the telephone interviews, all 4 candidates were asked the same set of 14 questions each. These questions dealt specifically with information relative to the (Position Title) job including the areas of course management systems (CMS); any direct experience with computer hardware; customer service experience and interacting with a wide variety of people; and challenges faced while training or teaching others. Following the telephone interviews, the Committee determined to extend offers for on-campus interviews to XXXXXXXXXXX

All 3 candidates accepted the offer of an on-campus interview. XXXXXXXXXX was scheduled for Tuesday, May 27, 2014; XXXXXXXX was scheduled for Thursday, May 29, 2014; and XXXXXXXXX was scheduled for Friday, May 30, 2014.

1. Each candidate was interviewed over approximately a three-hour period on their respective date that began with an interview with the Search Committee members listed above. Each was asked a set of 21 questions that were specific to issues appropriate to the position, such as how the \_\_\_\_\_\_\_\_ position fits within their professional goals; more specific questions relative to their individual knowledge of \_\_\_\_\_, working with \_\_\_\_\_\_\_, as well as documentation and training materials they had created. Following the Search Committee interview, each candidate was asked to train a class of “students” that was made up of Search Committee members and other staff of the department. Candidates were provided with a scenario for the presentation approximately one week prior to their interview. Finally, candidates met with the department staff and others they would likely work with if they received the \_\_\_\_\_ position.

**Level Maintenance Definitions in Consensus**

**Level 1 –** All applicants

**Level 2 -** Minimally Qualified

**Level 3 –** [Please describe – i.e. Phone / Skype Interviews]

**Level 4 –** [Please describe – i.e. On-Campus Interviews]

**Level 5 -** [Please describe – i.e. Final Recommendation]

**Review of Candidate Strengths and Weaknesses:**

* XXXXXXXXXX did well in the interview portions. She also showed basic knowledge of \_\_\_\_\_\_\_\_\_. However, XXXXX did not deliver training in a supportive and organized manner. She was unable to answer some questions during training and did not offer to find the information for the attendees, her training was not interactive, and she did not check the progress of attendees at all.
* XXXXXXXXXX has quite a bit of teaching experience, but did not demonstrate a very high level of XXXXXXXXX skills nor training delivery skills. Her interview illustrated a lack of knowledge of IT and technology environments. She did not seem to interact well with the team.
* XXXXXXXXXX has a high degree of training knowledge. While she experienced challenges in delivering her training module, she shows promise and the drive to learn. During the interview portions, XXXX exhibited great professionalism, motivation, and personality. XXXXXX has a lot of training experience that applies to this role. She exhibits the skills to learn applications easily, and is adept at providing training that students find effective.

**Name and rationale for recommended candidate:**

Based on the interviews conducted by the Search Committee, discussions the candidate had with our staff, and her ability to answer questions posed by the Search Committee and other staff during the structured session, it is recommended to offer employment to Jane XXXXXXXX.

**Names and contact information of references (i.e. 3 references) that provided information to the hiring official or the Search Committee on behalf of the recommended candidate:**

Professional references for XXXXXXX -

Name

Title

Phone

Email