

Analyst Name _____

Search Committee Agreements

Confidentiality	Y or N	Lane Mission, Vision, Values & Strategic Direction	Y or N
		Cultural Competency	Y or N

As a committee, is there understanding of how to apply, evaluate and utilize the above during the hire process?

Position Title:	Hiring Manager/Exec Dean:								
Closing Date:	Today's Date:								
Search Chair / Hiring Committee:									
How will we make decisions?	Thumb Analysis / 100% Consensus / Majority / Supra-Majority / Other								
Scoring Method	Committees score with Average Ranks by Raw points. Average Rank scores determine who moves to interview and who is selected.								
Component & Weighting Select components to help hire the most suitable candidate for the job. Assign weights to equal 100%	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Paper %</td> <td style="width: 50%;">Teaching Demo %</td> </tr> <tr> <td>Interview %</td> <td>Presentation %</td> </tr> <tr> <td>Skills Test %</td> <td>In-Basket %</td> </tr> <tr> <td>Role Play %</td> <td>Forum (Non-Scoring)</td> </tr> </table>	Paper %	Teaching Demo %	Interview %	Presentation %	Skills Test %	In-Basket %	Role Play %	Forum (Non-Scoring)
	Paper %	Teaching Demo %							
Interview %	Presentation %								
Skills Test %	In-Basket %								
Role Play %	Forum (Non-Scoring)								
All components must be developed by a minimum of 2 employees (see below) (include score grid & criteria for all)									

Who will develop components? All components require a scoring grid and criteria (2 people minimum)

Paper Screening (include Criteria & Score Grid)	Interview Questions (include Criteria & Score Grid)
Teaching Demo and/or Presentation (include Criteria & Score Grid)	Skills Test (include Criteria & Score Grid)
Forum (non-scoring) Work with analyst to develop	Role Play (include Criteria & Score Grid)

Who will evaluate components?

Minimum Qualifications AND/OR Themes/Essential Functions (<i>Online Screening Only: 2 experts recommended</i>)
Interviews:
Reference Checks (2 people minimum) (non-scoring)

Estimated Timeline

Complete Online Paper Screening by (submit Recruitment Report): _____

Schedule Interviews for week(s) of: _____

Complete Reference Checks by: _____

Submit Employment Recommendation to your analyst by: _____