**Search Committee Agreement Form** (the audit trail)

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| --- | --- |
| **Step #1: *Position Identification*** |  |

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| --- | --- |
| **Position Title:** | **Posting # // Analyst** |
| **Responsible Mgr / Executive Dean:** | **Division/Dept:** |
| **Search Chair(s):** Committee Members: | **Today’s date:** |

**Step #2: *Required Documentation***

|  |
| --- |
| Number of candidate recommendations requested in rank order : \_\_\_\_\_\_\_\_ |
| Committee has reviewed confidentiality, cultural competency, vision/mission:  Yes / ☐ No |
| Committee has reviewed estimated timeline and recruitment process steps: ☐ Yes / ☐ No |
| Interview with Dean, Exec Dean, President ☐ Yes / ☐ No |
| Reference check preparation and participation: *Responsible Manager &…* |

**Step #3: *Search Decisions***

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| --- | --- |
| **3a. Committee Decisions:** *\*Determine weighting that reflects the selection of the most qualified candidate.*  Thumb Analysis  Majority  Supra-Majority (2/3, 66.67%)  100% Consensus | |
| **3b***.* **Component Weighting:** (total 100%) *\*Component weighting is applied to average ranks at the end of the interview process* | |
| **Screening Grid:** | **Presentation or Teaching Demo:** |
| **Interview:** | **Writing Evaluation:** |
| **In-basket:** | **Skills Test / Role Play** |

**Step #4: Who will *develop components*?** *\*At least 2 team members must develop each component*

|  |  |
| --- | --- |
| **Screening Grid:** | **Presentation or Teaching Demo:** |
| **Interview:** | **Writing Evaluation:** |
| **In-basket:** | **Skills Test / Role Play** |

**Step #5: Who will *evaluate components*? \****At least 2 to screen, interview candidates and conduct reference checks.*

|  |  |
| --- | --- |
| **Screen MQ’s: Score PQ/EF’s:** | |
| **Interview (including demo, presentations, in-basket, role play):** | |
| **Skills Test:** | **Writing Evaluation:** |

**Step #6: What Is a *complete application*?**

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| --- | --- | --- |
| ***\* Fac/Mgmt:*** *all post-secondary transcripts are required.* | | |
| **Resume/Curriculum vitae (CV)** | **Cover Letter** | **\*Transcripts** |
| **All application fields completed** | **Documents** | **References \*as requested** |