**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***

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| 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*

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| **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.*

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| **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** |