

## Search Committee Agreement Form (the audit trail)

### Step #1: *Position Identification*

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:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Committee has reviewed estimated timeline and recruitment process steps:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Interview with Dean, Exec Dean, President	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Reference check preparation and participation: <i>Responsible Manager &amp;...</i>	

### Step #3: *Search Decisions*

<b>3a. Committee Decisions:</b> <i>*Determine weighting that reflects the selection of the most qualified candidate.</i>	
<input type="checkbox"/> Thumb Analysis <input type="checkbox"/> Majority <input type="checkbox"/> Supra-Majority (2/3, 66.67%) <input type="checkbox"/> 100% Consensus	
<b>3b. Component Weighting:</b> (total 100%) <i>*Component weighting is applied to average ranks at the end of the interview process</i>	
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?*

*\* Fac/Mgmt: all post-secondary transcripts are required.*

<input type="checkbox"/> Resume/Curriculum vitae (CV)	<input type="checkbox"/> Cover Letter	<input type="checkbox"/> *Transcripts
<input type="checkbox"/> All application fields completed	<input type="checkbox"/> Documents	<input type="checkbox"/> References *as requested