**Dept & Title of Position:**

**CSOD Req#:**

**Screening/Short List or Phone Interview Candidate Overview (if applicable):**

If your search conducted screening interviews, please provide a brief statement on why each was or was not chosen as a Finalist.

**Evaluation of each Finalist by Search Committee**

Please delete this instructional information before submitting this narrative to the college for review.

For each Finalist: name, interview date, and follow 1 or 2 below:

1) *If the search committee was asked to provide strengths and potential limitations* of finalists please provide those by using the following criteria:

– Applicant Screening Criteria- qualifications; experience; references, etc.

– Interview Review Criteria- in depth review of qualifications and experience; research talk, etc.

2) *If the search committee was asked to rank the finalists*, please use these criteria for the basis of the overview:

– Applicant Screening Criteria- qualifications; experience; references, etc.

– Interview Review Criteria- in depth review of qualifications and experience; research talk, etc.

*AND end the narrative with the following* (if not explicitly stated in the overview of each finalist):

1) reason(s) the top finalist was chosen (using the required and preferred qualifications and

their ability to effectively perform the duties of the position) over the other finalists- explicitly

state what qualifications she/he met to a higher degree than the other finalists.

2) reason(s) for the non-selection of the other finalists (using the required and preferred

qualifications and their ability to effectively perform the duties of the position).  This does not

need to be a list of negative statements about the other finalists, but a few sentences on what

qualifications they met to a lesser degree.

**Recommendation from Hiring Official**

*If the search committee was asked for strengths and potential limitations*, then the ending portion from the hiring official needs to be clear on the following:

1) reason(s) the top finalist was chosen (using the required and preferred qualifications and their ability to effectively perform the duties of the position) over the other finalists- explicitly state what qualifications she/he met to a higher degree than the other finalists.

2) reason(s) for the non-selection of the other finalists (using the required and preferred qualifications and their ability to effectively perform the duties of the position).  This does not need to be a list of negative statements about the other finalists, but a few sentences on what qualifications they met to a lesser degree.

*If the search committee was asked to rank the finalists*, the hiring official needs to state if they agree with the rankings; if they do not, follow the process above for reasons the hiring official’s top choice was chosen AND the reasons for non-selection of other finalists.