**Searching and Screening Narrative**

Interfolio Academic Recruitment Position ID # Enter Interfolio position ID.

Candidate Selected: Enter candidate name.

Please provide answers to all the questions below.

If you are requesting or used a modified search process, please provide a detailed explanation of the reason for the request, approvals given for the modified process, and justification for chosen candidate.

Explain modified search request or process.

**Searching Process**

1. The case must include copies of published advertisements, which gave individuals the ability to ask to be considered. List the venues or sites used.

List venues or sites used.

1. To acquire the largest possible pool of competitive applicants, searching and direct good faith outreach are undertaken. *Describe* all the efforts made by the committee to search for qualified individuals and encourage them to apply for this particular position. Include Web searches, personal contacts, notices sent to other universities, emails to list serves, etc.

Describe search efforts.

1. In addition to the efforts described above, *describe* here the steps taken by the search committee to try to increase the number of applicants who are women, members of underrepresented minority groups, individuals with disabilities, and/or protected veterans.

Describe diversity efforts.

**Screening Process**

1. List the criteria used in screening the pool.

List screening criteria.

4a) Did your search committee use an applicant evaluation grid to screen the applicant pool? If yes, attach the grid to this form.

 [ ]  YES [ ] NO

4b) Supply the date on which the short list was finalized. Enter short list date.

 If there was no short list, leave blank, and answer 5a).

1. Explain why the person selected for appointment is the best qualified applicant among the finalists. In addition, consistent with the expectations of the Shils Report, please explain why the finalists not selected were not the best qualified. *This question aims to confirm that the committee acquired a competitive pool, to learn who the strongest candidates in the pool were, and to elicit the reasons for the decision that one candidate was comparatively stronger than others, by name.*

Explain best qualified/not best qualified.

5a) On what date was the decision made to recommend this selected person to the next level for further review or endorsement? Enter decision date.

 5b) What is the name of the person who provided this date?

 Enter who provided decision date.

**Search Committee Information** – please enter committee member names below:

Enter committee member name 1.

Enter committee member name 2.

Enter committee member name 3.

Enter committee member name 4.

Enter committee member name 5.

Enter committee member name 6.

**Department Comments**

Enter department comments.

**Faculty Votes** (if taken)

 For: Enter # of votes for the candidate.

 Against: Enter # of votes against the candidate.

 Abstain: Enter # of abstentions.

 # Elig. to Vote: Enter # eligible to vote.

**Note to administrators**

After completing this form, kindly print and ask the responsible member of the faculty to initial and date the document in ink. Include an initialed copy in the case going to the Provost’s Office.

Name of faculty member who reviewed the narrative: Enter narrative reviewer name.

Initial: Enter initials of reviewer.

Date: Enter date initialed.

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SEARCH NARRATIVE

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