Narrative Statement and Nomination of Candidates

The following is a summary of the search committee deliberations and the process followed concerning vacancy no. [enter vac nr and position title].

1. On [date ] the search committee met to initiate the search process which was concluded on [date ] with the recommendation of [nr] candidates for consideration by the [hiring manager’s title].

2. Initially, [ nr ] applications and resumes were received and given full consideration by the search committee. The applicant pool profile reflected diversity across several ethnic groups and gender. Committee members carefully reviewed each application and by consensus found [ nr ] candidates of sufficient qualifications to warrant telephone interviews, which were conducted on [ date]. All interviewed candidates were asked the same questions with variation only in the follow-up questions. See attached applicant rating matrix for rating details.

3. By consensus, the committee agreed to invite to top [ nr ] candidates to the campus for a more thorough examination. The top [nr] candidates were identified by allowing each committee member to identify and rank their top [nr] candidates. The [nr] candidates receiving the lowest average score were invited to visit the campus. See attached candidate itineraries for scheduling details.

4. The applicant pool included ___ candidates that are currently employed by the University and met the definitions of article 9.3 of the Collective Bargaining Agreement between the CSU Board of Trustees and the California State University Employees Union (CSUEU). Article 9.3 gives preference to qualified on-campus applicants. The committee determined ____ on-campus applicants to be at least minimally qualified for this position. The top ___ qualified applicants were selected for interview based on a numerical rating process. ___ of the 9.3 candidates scored at or above ___ and were interviewed.

5. All committee members and the EEO Designee were present for committee interviews. The EEOD was a non-voting member. [optional language: the search committee chair also served as the EEO Designee.] In addition, each candidate met with a variety of constituent groups. The committee agreed to evaluate each candidate based on the combined influence of the applicants’ resumes, their individual interviews, the strength of their presentation and feedback from those in attendance at other forums.

1) Committee members participated in the interview process and expressed their assessment of the strengths and weaknesses of the candidates. A compilation of those comments are attached.

e) On [date] the committee met to deliberate on the candidates. A summary of the strengths and weaknesses of the candidates was conveyed to [hiring manager], along with the unranked candidacy of the [nr] finalists.
By consensus, the search committee recommended the following candidates to be forwarded to the hiring manager for final consideration. Candidates were offered in an unranked sequence.

________________________  ____________
Committee Chair          Date