Sample documentation

Forms and examples of the completed documents are provided under the appropriate link. While use of these forms are recommended, they are not mandatory. the search committee is authorized to design a alternate method for capturing the data, including forming their own forms, as long as the essential data is captured. It is recommended that any alternate forms be reviewed and by HR in advance.

**Application Rating Matrix:**  [Form][Example]
This matrix is used to record individual committee ratings and the summary score. The committee then selects all candidates above a specified score for interview.

**Application Rating Form:** [Form][Example]
This form is designed to aid in the evaluation and rating of applicants based on a review of their application materials. The form provides an option for assigning varied weights to each factor in order to give greater emphasis to the most important evaluation factors. It also incorporates a numerical scoring approach to facilitate candidate ranking.

**In-Process Ranking Form:** [Form][Example]
This form is especially useful when conducting telephone or on-site interview over a period of days and will aid in prioritizing the candidates. It allows the user to employ a progressive ranking as the interviews occur. At the end of the process, the rankings become evident.

**Post-Interview Evaluation:** [Form][Example]
This form is designed to capture a summary of the strengths and weaknesses of a particular candidate based on the cumulative information gleaned from the application review through the interview stage.

**Narrative Statement from Search Committee:** [Example]
The search committee chair is responsible for documenting the actions of the committee. This is done via the “Narrative Statement” which includes the chronology, rationale, and results of each phase of the search process. The Narrative Statement may make reference to or summarize other documents if attached (e.g. Post-Interview Evaluations).

**Hiring Manager’s Decision**