**Sample Narrative Statement for MPP Search**

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

1. On \_\_\_ the assigned Human Resources Consultant provided the search committee with \_\_\_\_ potential candidates that met minimum qualifications for the position. The applicant pool profile reflected diversity across all ethnic groups and gender.
2. The search committee consisted of:
* Committee Member Names
1. A blank "Application Rating Sheet" was used to aid in the review and rating of each qualified candidate. The committee discussed and agreed upon the scores for each criteria. The final sums were compared and a natural break was found. Those above the natural break were interviewed using questions approved by Human Resources.
* Interviewee Names (include scores from rating sheet)
1. The following candidates were excluded from the pool.
* Names of candidates not selected for an interview (include scores from rating sheet)
1. The committee conducted interviews on \_\_\_\_\_. All committee members and the EEO Designee were present. The EEOD was a non-voting member.

1. Following the Zoom interviews \_\_\_ candidates where selected for an campus visit.

• Interviewee Names

1. The “Post-Interview Evaluation Sheet” (last page of the Application Rating Sheet) was completed for each interviewed candidate. This form documents the strengths and weaknesses of each candidate (see below). At the conclusion of the interview process, the search committee recommends the following candidates (in an unranked order) for further consideration by [Hiring Manager]:
* Each interviewees’ Strengths and Weaknesses
1. The following candidates are not recommended for further consideration:
* Each interviewees’ justification for not moving forward

I certify this recruitment has been conducted in a fair and equitable fashion in accordance with the CSU and University EEO policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Committee Chair Signature |  | Name (Printed) |  | Date |