



NARRATIVE SEARCH SUMMARY - Outline

(See Instructions on page 3)

Date:

Search Committee: (List names)

Position Title:

Department:

SELECTION PROCESS

Date:

Discussed the search with Human Resources.

Date:

The Search Committee met to review the charge to the committee. The (Department Head/Area Vice President) indicated that the committee was to recommend (one) or (2-3) candidate(s) for consideration along with a list of strengths and weaknesses (of each candidate). The committee members were given access to Interview Exchange for viewing applicant materials online. A list of minimum skills and ability was chosen for the committee to use when screening applications.

Date:

Since the position was posted for over ten days and after verifying the diversity of the pool of candidates with Human Resources, the position was closed. There were ___ total applicants.

Date:

Using emails to communicate, the committee determined the list of interview questions. The search chair forwarded the list to Human Resources for approval.

Date:

The committee reviewed applicants. In the meeting, it was decided that ___ candidates be given further consideration. To narrow the list of candidates, the initial interviews were done by Zoom for the following candidates:

1. Candidate #1 on __/__/__
2. Candidate #2 on __/__/__
3. Candidate #3 on __/__/__
4. Candidate #4 on __/__/__
5. Candidate #5 on __/__/__
6. Candidate #6 on __/__/__

Date:

In a follow-up meeting the search committee discussed the first-round Zoom interviews. Of the __ (total number interviewed), ___ candidates were very good. However, there were ___ candidates who exceeded qualifications regarding vision, goals, and experience. They were:

1. Candidate #1
2. Candidate #2
3. Candidate #3
4. Candidate #4

The committee recorded pros/cons and strengths/weaknesses of each candidate for future reference. The second round interviews were scheduled for the finalists. Interviews took place during the week of __/__/__.

CAMPUS INTERVIEWS

Date:

Candidate #1

_____ has worked at _____ for _____ years in several jobs. This knowledge of the University, working with various personnel throughout _____'s career and being a current employee made _____ a good candidate for this position. Concerns that were highlighted during the second round of interviews included: 1) limited experience managing staff, 2) limited (or inconsistent) success leading existing projects (delayed deliverables and missed deadlines), 3) difficulty leading groups and cultivating productive communications. The leadership and management responsibilities of this position were thought to be a stretch based on candidate _____'s current performance.

Date:

Candidate #2, #3 & #4 (As above)

REFERENCE CHECKS

Candidate # 1, #2 and #4

It took one attempt to reach all three references for these [three] finalists. All responses were very positive and cooperative, and extremely favorable. It was obvious that the candidates were held in high regard.

Candidate # 3

It took several attempts to reach #3's references. During the conversations, two were hesitant to expand their answers and the third seemed disinterested but was cooperative in answering our questions.

RECOMMENDATION (Please confirm with the hiring authority the number of finalists to be presented for consideration and whether they want them ranked).

After deliberating the interviews notes, rating forms, application materials and references the committee recommends candidates #1 and #4 (or candidate #_ if charged with presenting top candidate). Both are very strong candidates. Should neither accept the position, the committee would recommend the position be re-advertised.

EMAIL NARRATIVE SEARCH SUMMARY TO TRACY DABOROWSKI, HR DIRECTOR, AND THE HIRING AUTHORITY.*
ONCE TRACY HAS APPROVED THE CONTENT, THE HIRING AUTHORITY CAN OFFER THE POSITION TO THE FINALIST OF THEIR CHOICE.

*For **faculty** searches, send the Narrative to Tracy Daborowski and the Department Chair. The Department Chair sends their recommendation, and that of the Search Committee, to the Provost, copying their College Dean and Associate Provost Jennings. The Provost will make the decision to hire and offer the position.

Narrative Search Summary Outline Instruction

Narrative must be completed by the search chair and presented to the hiring authority and the Director of Human Resources for review and approval PRIOR to offering employment at Westfield State University

The department head and area vice president, throughout the search process, can view posted positions in the University's hiring system, Hirezon/Interview Exchange. Therefore, it is not necessary to address each applicant's information in the narrative summary. However, the search chair **must** provide either an overview of the search or information regarding specific aspects of the search to the hiring authority and Human Resources for approval before the job can be offered to the finalist. In general, a search summary narrative should include the following descriptive information:

Selection Criteria

- The skills, abilities, and qualifications used to screen the applicant pool
- Whether these criteria were prioritized

Scope of the Search

- The amount of advertising the posting received
- The number of internal applicants who applied
- The total number of applications

Search Process

- Whether Zoom or phone interviews were used for the initial interviews
- How many qualified applicants were in the overall pool
- If there were several "cuts" made in screening applications
- The number of applicants that were seriously considered for interviews
- Whether the finalists were highly competitive
- If any finalists withdrew

Selection Statement

- Objective comments about the strengths and weaknesses of the finalist(s)
- Reasons why some seriously considered applicants were de-selected
- If the job offer is declined, could an offer be made to another candidate