

## Search Committee Agreements

These agreements are to be completed during the search committee orientation.

Confidentiality Y or N	Lane Mission, Vision, Values & Strategic Direction Y or N	Cultural Competency Y or N	AA Placement Goal Y or N
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As a committee, is there understanding of how to apply, evaluate and utilize the above during the search process?

### Section 1 – the audit trail

<b>Position Title:</b>		<b>Hiring Manager/Exec Dean:</b>	
<b>Closing Date:</b>		<b>Today's Date:</b>	
<b>Search Chair / Committee:</b>			
<b>How will we make decisions?</b>	Thumb Analysis / 100% Consensus / Majority / Supra-Majority / Other		
<b>Scoring Method</b>	Committees score with Average Ranks by Raw points. Average Rank scores determine who moves to interview and who is selected.		
<b>Component &amp; Weighting</b>  Select components to help hire the most suitable candidate for the job. Assign weights to equal 100%  (All components must have a score grid & criteria )	<b>Paper %</b>	<b>Teaching Demo %</b>	
	<b>Interview %</b>	<b>Presentation %</b>	
	<b>Skills Test %</b>	<b>In-Basket %</b>	
	<b>Role Play %</b>	<b>Forum (Non-Scoring)</b>	
	All components must be developed by a minimum of 2 employees (see below)		

**All components require a scoring grid and evaluation criteria!**

### Section 2 - Who will DEVELOP components?

<b>Paper Screening</b> (include Criteria & Score Grid)	<b>Interview Questions</b> (include Criteria & Score Grid)
<b>Teaching Demo and/or Presentation</b> (include Criteria & Score Grid)	<b>Skills Test and/or In-basket</b> (include Criteria & Score Grid)
<b>Forum (non-scoring)</b> Work with analyst to develop	<b>Role Play</b> (include Criteria & Score Grid)

### Section 3 - Who will EVALUATE components?

<b>Minimum Qualifications and/or score themes/essential functions</b> (Online Screening Only: 2 experts recommended)
<b>Interviews:</b>
<b>Reference Checks</b> (2 people minimum) (non-scoring)

#### Estimated Timeline

Complete Paperwork for HR analyst review \_\_\_\_\_

Complete Online Paper Screening by (submit Recruitment Report): \_\_\_\_\_

Schedule Interviews for week(s) of: \_\_\_\_\_

Complete Reference Checks by: \_\_\_\_\_

Submit Employment Recommendation to your analyst by: \_\_\_\_\_

**ALL REFERENCE CHECKS/DOCUMENTS/NOTES AND MATERIALS MUST BE SUBMITTED IN ORDER TO PROCESS RECOMMENDATION**