**Sample Narrative Statements and Documentation – 9.3 Candidate(s)**

The following is a summary of the search committee deliberations and the process followed for Job Opening #\_\_\_\_\_, [title]\_\_\_\_ in the \_\_\_ Department.

1. On \_\_\_ the assigned Human Resources Analyst 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. The applicant pool included \_\_\_\_\_ candidates currently employed by the University that meet the definitions of Article 9.3 of the current CSUEU Collective Bargaining Agreement for Units 2, 5, 7 & 9. All 9.3 candidates who meet the minimum qualifications of the position will be interviewed.
2. A blank "Application Rating Sheet" was used to aid in the review and rating of each candidate. The committee discussed and agreed upon the scores for each criteria based on the requirements listed in the position announcement. **OR** Each committee member individually reviewed all applications to determine their own scores and recommendations. The full committee met on \_\_\_ to exchange viewpoints and build a group consensus based on the requirements listed in the position announcement. 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. 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.

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

**Sample Narrative Statements and Documentation – No 9.3 Candidates**

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 Analyst 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. The applicant pool did not include any qualified 9.3 candidates.
2. The committee members individually reviewed the applications of each qualified candidate and used the Application Rating Sheets provided by HR to determine their own ranking. The committee members openly discussed their own perceptions of the strengths and weakness of the candidates to arrive at a consensus of the top \_\_\_ candidates to be interviewed based on the requirements listed in the position announcement. 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. 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.

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