

Narrative Summary Guide

The department head and area vice president throughout the search process can view requisitions posted in the university's hiring system. Therefore, it is not necessary to address each applicant's information in the narrative summary. However, the search chair may be asked to provide either an overview of the search or information regarding specific aspects of the search. In general, a search summary narrative might 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 phone interviews were used for the initial interviews
- How many qualified applicants were in the overall pool
- Were there 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 would be made to another candidate

Note: No comments should be made about the gender or ethnicity of any applicant or the applicant pool as doing so might lead to the perception that sex and/or ethnicity are being factored into the selection process.