Hiring Narrative Templates

The following templates are provided as MSWord documents and can be edit for your specific use. Use of these tools is not required; however, we strongly believe that by using them, greater clarity can be achieved in the hiring narrative which would result in more expeditious approvals.

The letter template is provided as both an example and fillable model. Units and departments do not need to use the letter template. It is designed for use in conjunction with the table template.

Below are two versions of the table template – a fillable table template and a blank table template. Both table templates were designed around a limited number of required and preferred criteria. In both forms, simply copying of rows will carry the formatting forward and can be used to accommodate a greater number of criteria.

Click here to enter date.

To: Chair, Click here to enter Department name.

CC: Click here to enter name., Dean

Carolyn Phelps, Assoc. Provost for Faculty and Administrative Affairs

Patsy Bernal-Olsen, Council/Affirmative Action Officer

Amy Askren, Faculty Hiring Manager

The following is the evaluation from the Search Committee (Click here to enter search committee members.) regarding the position of Click here to enter position being searched..

The search yielded three on-campus finalists: Click here to enter finalist names.. Each finalist was determined to have met the required qualifications upon the initial review and prior to interviewing. In the table on the following page, the committee addressed the extent to which said requirements and preferred qualifications were met, and the primary evidence by which performance was assessed.

Of the preferred qualifications, the committee placed more importance on: Click here to enter criteria which were prioritized.

Based on the committee’s evaluation, the Department of (department name) would like to extend an offer to Click here to enter top candidate’s name.. If Click here to enter top canididate’s name. should decline the offer, the committee would like to Click here to enter specific plans regarding the remaining two candidates.with an anticipated start date of Click here to enter start date..

Respectfully,

Click here to enter Search Committee Chair.

**Fillable table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Required Qualifications** | **Candidate 1** | | **Candidate 2** | | **Candidate 3** | |
| **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) |
| Example: Must be at least ABD in the discipline or a related field | M | CV review | M | CV review | M | CV review |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| **Preferred Qualifications** | **Candidate 1** | | **Candidate 2** | | **Candidate 3** | |
| **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| Click here to enter required criterion. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. | Choose an item. | Click here to enter source of evidence. |
| **Rank** |  | |  | |  | |
| **Determination of Acceptability** |  | |  | |  | |
| **Recommendation** |  | |  | |  | |

**Blank Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Required Qualifications** | **Candidate 1** | | **Candidate 2** | | **Candidate 3** | |
| **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) |
| Example: Must be at least ABD in the discipline or a related field | M | CV review | M | CV review | M | CV review |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Preferred Qualifications** | **Candidate 1** | | **Candidate 2** | | **Candidate 3** | |
| **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) | **Extent Met:** (Unmet, Met, Exceeds) | **Evidence:**  (initial review, phone / campus interview, presentation, etc.) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Rank** |  | |  | |  | |
| **Determination of Acceptability** |  | |  | |  | |
| **Recommendation** |  | |  | |  | |