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| **Process Step** | **Description** | **Approval Needed**  |
| **Step 7: Screening for Minimum Qualifications** | Upon advertised date of first review, the search committee can review applications for minimum qualifications. The committee will need to inform the Administrative Director who will inform Equity and Access Office which applicants met minimum qualifications. *(Section C.5 of COFS) via Form C.* | Committee must use the approved screening matrix. |

THERE IS A FORM CALLED FORM C, SEE STEP 3 FOR EXAMPLE OF THIS FORM.

THIS FORM IS IMPORTANT.

EVERY CANDIDATE’S NAME IS ON THE FORM.

USING THE APPROVED SCREENING MATRIX, SCREEEN EACH CANDIDATE FOR MINIMUMS (TWO SEARCH COMMITTEE MEMBERS MUST DO AND THEIR MUST BE AGREEMENT OR YOU SEEK A THIRD OPINION).

FORM C IS SUBMITTED TO ADMINSITRATIVE DIRECTOR WHO WILL INFORM THE E&A OFFICE.

SEE EXAMPLE OF FORM C IN THIS FOLDER. YOU WILL BE COMING BACK TO FORM C OVER AND OVER AGAIN.