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| **Process Step** | **Description** | **Approval Needed** |
| **Step 9: Screening for Preferred Qualifications** | Each committee member will evaluate applicants for preferred qualifications by reviewing the application materials and filling out the approved screening matrix for each applicant who met minimum qualifications. The results/ranking of the individual committee member’s matrices are combined to become the “composite” matrix. The composite matrix is used to decide which applicants will be telephone interviewed. This decision should be self-explanatory, and if not, the committee will need to document how they came to the decision on which applicants to interview. The committee will send the composite matrix and the request for telephone interviews forward TO THE ADMINISTRATIVE DIRECTOR for approval. All applicants in the search will need to be listed on the composite matrix, even those that do not meet minimum qualifications or withdraw. Applicants that do not meet minimums and applicants that are not chosen for a phone interview will need to have a reject or withdrawal code assigned on the composite matrix. All applicants that are recommended for phone interviews will need to be listed on the Form C (whether they end up completing a phone interview or not). *(Section C.7 of COFS)* | Chair (or director) and dean (Approvals must be received **prior to** conducting telephone interviews.) |

The search committee chair makes available copies of the screening matrix to each committee member.

Each member screens each candidate. These records are to be kept and stored (and eventually part of a permanent packet on the search process. Thus, important for committee members to follow protocol).

The number (e.g., score) for each candidate is entered on a SINGLE EXCEL file COMPOSITE MATRIX. An example/template of this file is in this folder.

Each member can have their own “sheet” in this excel file, but there must be ONE SHEET that summarizes all of the committee’s scores.

GRAY HIGLIGHT: Note that this should already have been completed back in STEP 3, so ignore this.

Notice you need to enter information on FORM C again too (See folder 7).