



4. Detailed description of the process used by committee in selecting candidate(s). (Use separate pages, if necessary. At minimum, cover or include: criteria used, decision-making process including how feedback from any secondary interviews was used, rating system, attention to diversity factor.)

5. Search Statistical Analysis

	FEMALE %	MINORITY %
Current Workforce		
Availability Estimate		
Bona fide Applicant Pool		
Interview Pool		

Did bona fide applicant pool approximate availability estimates? Yes \_\_\_ No \_\_\_  
If no, what action did the appointing authority take?

Did interview pool approximate availability estimates? Yes \_\_\_ No \_\_\_  
If no, what action did the appointing authority take?

6. Name of candidate to whom the appointing authority wishes to make a first offer and brief summary of qualifications which make this candidate most appropriate. (Show how the candidate's competencies and potential best meet the criteria applied to this search. Also, if the appointing authority has a clear second choice from among the finalists, provide documentation to justify that candidate as well, indicating clearly that this would be a second offer if the first choice refuses.)