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| 3. Committee meeting before priority screening date to discuss screening criteria for each qualification   |  |
| 4. Submit list of first round candidates including cover letters/CVs, final virtual/telephone questions, completed Candidate Evaluation Spreadsheet, and interview dates to Dean and AVP for HR, with a copy to Melissa Manivanh |  |
| 5. First-round interviews  |  |
| 6. Post-interview meeting  |  |
| 7. Submit narrative, final on-campus interview questions, and on-campus interview schedule to Dean and AVP for HR with a copy to Melissa Manivanh  |  |
| 8. Schedule on-campus interviews after list is approved by Dean and AVP for HR   |  |
| 9. Notify candidates not selected for on-campus interview  |  |
| 10. On-campus interviews   |  |
| 11. Post interview meeting   |  |
| 12. Reference checks   |  |
| 13. Submit detailed narrative of final candidates, Recruitment Packet, and all other documents to Dean and AVP for HR with a copy to Melissa Manivanh  |  |

**Please attach telephone/Zoom interview questions.**

**To assist with understanding the University's mission, the following two questions are suggested.**

1. How might you contribute to the University's mission to create and sustain diverse perspectives and an inclusive environment?
2. Describe your experience teaching diverse students and how would your teaching philosophy help diverse students succeed in your classroom?

### **Signature Approval**

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

HR: \_\_\_\_\_

Date: \_\_\_\_\_