

## Narrative Summary Outline Instruction

***Narrative must be completed by the search chair and presented to the hiring authority and the Director of Human Resources for review and approval PRIOR to offering employment at Westfield State University***

The department head and area vice president, throughout the search process, can view posted positions in the University's hiring system, Hirezon/Interview Exchange. Therefore, it is not necessary to address each applicant's information in the narrative summary. However, the search chair **must** provide either an overview of the search or information regarding specific aspects of the search to the hiring authority and Human Resources for approval before the job can be offered to the finalist. In general, a search summary narrative should include the following descriptive information:

### ***Selection Criteria***

- The skills, abilities, and qualifications used to screen the applicant pool
- Whether these criteria were prioritized

### ***Scope of the Search***

- The amount of advertising the posting received
- The number of internal applicants who applied
- The total number of applications

### ***Search Process***

- Whether phone interviews were used for the initial interviews
- How many qualified applicants were in the overall pool
- Were there several "cuts" made in screening applications
- The number of applicants that were seriously considered for interviews
- Whether the finalists were highly competitive
- If any finalists withdrew

### ***Selection Statement***

- Objective comments about the strengths and weaknesses of the finalist(s)
- Reasons why some seriously considered applicants were de-selected
- If the job offer is declined, could an offer would be made to another candidate