Faculty Searches Central Repository Reference Guide

KSU_Job ID#_Rubric	Include all evaluations or scoring rubrics that were used to evaluate the candidates.	evaluation rubrics and scoring sheets for applicants (for multiple hire postings use: (KSU_246842_Recommendations_APPLICANT'S LAST NAME)
KSU_Job ID#_Interview questions	Include all questions asked of the candidates, designating at which interview stage the question was asked and how they were asked. Examples could include phone or email for pre-screening, virtual meeting for first round interviews, in-person second round interviews, final campus presentations, etc.	interview questions (including those for telephone and face-to-face interviews) NOT notes telephone reference check questions NOT notes
KSU_Job ID#_Recommendations	Include all recommendations from the search committee to the hiring manager. This will also include documents used to compare candidates.	faculty search committee memoranda (summary only, including interview notes and survey notes) telephone reference check notes (summary only)
KSU_Job ID#_Confidentiality Agreement	This is the agreement signed by the search committee members.	Not required for faculty searches, exept executive level faculty administrators.
KSU_Job ID#_Record of search process trainings	Include documentation of any training that members of the search process were provided or required to attend. Include the title, who conducted the training, a brief description, and whether it was mandatory or suggested.	search process trainings (List of trainings)
KSU_Job ID#_Misc search documents	Include any additional documents used in the applicant review process or the hiring decision.	position announcements, (college/department advertising) approval documentation to initiate the position search (PAF and emails) candidate lists (telephone/virtual and campus interview lists) itineraries of finalists invited to campus
N/A	N/A	application materials from all candidates, including letters of application or application forms, curriculum vitae or resumes, academic transcripts, samples of writing or publications, and reference letters _____ job descriptions _____

Review the Faculty Search Guidelines, Sections 8-11

Save all documents for each section above as a