

Analyst Cheat Sheet: Search and Recruitment Evidence and Interview Materials

Ad Sources

List separately each search and recruitment effort planned (“Ad Sources”), as stated in the Search Plan [Do not list OFEW sponsored locations, such as the Chronicle of Higher Education, HERC, Higher Ed Jobs, or any of the America’s Job Exchange posting locations].

- Journals
- Advertising websites (Craigslist, etc)
- National organizations
- Employment networks
- Field-specific outreach groups
- Listserves
- Personal emails
- Record of phone calls made and to whom

Ad evidences

Upload evidence for each “Ad source” used.

- Tear sheets, invoices
- Evidence of posting
- PDF of emails
- Document with list of calls

Do not include:

- Emails or calls made by department faculty not on the search committee

Interview materials

- Standardized questions used for interviews
- Evaluation tools used, including completed forms collected from search committee members
- Notes taken during preliminary interviews (Skype or in-person, for example at conferences)
- Notes taken during applicant interviews by search committee members
- Reference checks (typically conducted by phone, with notes)
- Summary of overall graduate student input provided to the committee
- Notes taken by graduate student members of the committee

Do not include:

- Notes taken during candidate job talks or presentations by department faculty or graduate students not on the search committee

Please note:

- Comments and notes can be written directly in AP Recruit by committee members using “Public Comments” or “Personal Notes” for individual applicants